

Little Falls Public Library Board of Trustees

Regular Meeting Minutes

June 8, 2023

The regular meeting of the Little Falls Public Library Board of Trustees was called to order at 7:03 PM, Ms. Anne Kahwaty presiding.

Present: Anne Kahwaty, Carol Miller (via Zoom), Adam Zurbruegg, Joyce Frommer, Peter Tomasi, Casey Fronzuto, Nancy Friedrich, Shana Opdenberg, Christine Hablitz, Jennifer Cole

Absent: None

A motion was made by Ms. Hablitz, seconded by Ms. Frommer, to accept the Minutes of the May 11, 2023 regular meeting. Discussion: None. The motion passed on a voice vote.

A motion was made by Ms. Frommer. Seconded by Mr. Zurbruegg, to open the meeting to the public. Discussion: None. A motion was made by Ms. Hablitz, seconded by Ms. Fronzuto, to close the meeting to the public. Discussion: None. The motions passed on a voice vote.

A motion to accept the Financial Report for the month of May 2023 was made by Ms. Friedrich, seconded by Ms. Frommer. Discussion: None. On a roll call the motion passed.

A motion was made by Ms. Hablitz, seconded by Ms. Frommer, to approve the bills for the months of May, June and July 2023 for payment, subject to the availability of funds. Discussion: Included in the list are the bills for the chairs and the stove for the backroom. Ms. Kahwaty said that we have passed inspection for the work being done there. On a roll call the motion passed.

A motion was made by Ms. Friedrich, seconded by Mr. Zurbruegg, to pay the salaries for the months of June, July and August 2023 in advance of the next Board meeting, subject to the availability of funds. Discussion: None. On a roll call the motion passed.

DIRECTOR'S REPORT

A motion was made by Ms. Frommer, seconded by Ms. Hablitz, to accept the Director's Report. Discussion: Michelle is being trained by Jennifer to become a Notary. City Green will be donating daffodil bulbs to be planted on the grounds in the fall. The summer reading kick-off carnival will be Saturday, June 17th. Cake Wars will be June 28th. Story time in the park will be from July 6th until August 17th. Jeffrey will be doing Friday Night Trivia on Facebook Live every Friday night at 7 PM. Bollywood at the library will be Saturday, June 10th from 12 until 3 PM. The New York speaker series will be back on June 27th. Linda and Danielle will be participating in the Passaic County Book and Author Festival in Clifton on June 10th. The exhaust fan was fixed in the bathroom. The backroom remodel is almost done. The countertops and stove have been installed. Jennifer is looking for a painter. The display cabinets will be installed on Monday. On a roll call the motion passed.

COMMITTEE REPORTS

Executive: Ms. Kahwaty, Ms. Miller, Mr. Zurbruegg: No report.

Building and Grounds: Ms. Kahwaty, Ms. Miller, Ms. Friedrich: We are waiting for quotes for painting the backroom. Daffodil bulbs will be donated to the library by City Green.

Policy and Planning: Ms. Kahwaty, Ms. Friedrich, Ms. Frommer: We need a new updated policy for Arts and Culture. Jennifer will review all policies more than three years old.

Human Resources: Ms. Kahwaty, Ms. Miller, Mr. Zurbruegg: Volunteers for the summer reading program are coming in. Shannon is doing well.

School and Outreach: Ms. Marinelli, Ms. Kahwaty, Ms. Friedrich, Mr. Zurbruegg: Ms. Kahwaty marched in the Memorial Day parade, along with some staff members.

Friends: Ms. Kahwaty, Ms. Friedrich: The next meeting is June 20th. The Friends are selling beach towels. They will be doing a table at the block party on ~~July~~ ^{June} 13th.

Arts and Culture: Ms. Kahwaty, Ms. Miller, Ms. Friedrich, Mr. Zurbruegg: We will meet over the summer.

Grants: Ms. Kahwaty, Ms. Frommer, Ms. Friedrich, Ms. Fronzuto: We will meet over the summer.

CORRESPONDENCE:

We received a thank-you note from School #1 for allowing them to display student artwork.

OLD BUSINESS:

Farmer's Market Schedule: Schedule has been set up.

Monthly Trustee Meeting: There was one last night on libraries partnering with businesses to do business development.

NEW BUSINESS: None.

OTHER BUSINESS:

We are waiting for a rendering and a quote for materials for the outside sign.

The June 8, 2023 Little Falls Public Library Board of Trustees meeting was adjourned sine die at 7:37 PM. Ms. Jennifer Cole took the Chair.

LITTLE FALLS PUBLIC LIBRARY BOARD OF TRUSTEES 2023 REORGANIZATION MEETING

The Chair asked for nominations for President. Ms. Anne Kahwaty was nominated by Ms. Hablitz, seconded by Mr. Zurbruegg. There being no further nominations, the nominations for President were closed.

The Chair asked for nominations for Vice-President/Secretary. Ms. Carol Miller was nominated by Ms. Kahwaty, seconded by Ms. Friedrich. There being no further nominations, the nominations for Vice-President/Secretary were closed.

The Chair asked for nominations for Treasurer. Mr. Peter Tomasi was nominated by Mr. Zurbruegg, seconded by Ms. Opdenberg. There being no further nominations, the nominations for Treasurer were closed.

The Chair asked for a motion to approve the nominations. A motion was made by Ms. Friedrich, seconded by Ms. Fronzuto, to approve the nominations. There was no discussion. On a roll call, the Board being unanimous, the Chair cast a single ballot electing the entire slate.

Ms. Anne Kahwaty, President, assumed the Chair at 7:40 PM.

Banks and Accounts: Ms. Hablitz made a motion naming Lakeland Bank as the location of the library's accounts in 2023-2024. Mr. Zurbruegg seconded the motion, which passed unanimously on a roll call.

Attorney: Ms. Friedrich made a motion naming Mr. Michael Cerone as the attorney for the library's legal assistance in 2023-2024. Mr. Zurbruegg seconded the motion, which passed unanimously on a roll call.

Auditor: Ms. Friedrich made a motion naming the independent auditing firm of Weikotz and Co. as the auditor for the library in 2023-2024. Ms. Hablitz seconded the motion, which passed unanimously on a roll call.

Committees (Review, Change and/or Re-appointment):

Executive: Ms. Kahwaty, Ms. Miller, Mr. Tomasi

Building and Grounds: Ms. Kahwaty, Ms. Miller, Ms. Friedrich

Policy and Planning: Ms. Kahwaty, Ms. Friedrich, Ms. Fronzuto, Ms. Miller

Human Resources: Ms. Kahwaty, Ms. Miller, Mr. Tomasi

School and Outreach: Ms. Opdenberg, Ms. Kahwaty, Ms. Friedrich, Mr. Zurbruegg

Friends: Ms. Kahwaty, Ms. Friedrich, Ms. Fronzuto

Arts and Culture: Ms. Kahwaty, Ms. Miller, Ms. Friedrich, Mr. Zurbruegg

Grants: Ms. Kahwaty, Ms. Friedrich, Ms. Fronzuto, Ms. Hablitz

Mayor's Alternate: Ms. Christine Hablitz

School Superintendent's Alternate: Ms. Shana Opdenberg

Ms. Kahwaty announced that Ms. Frommer is stepping down from the Board as she is moving from Little Falls later this month. This is her last meeting. Ms. Kahwaty thanked her for her service and we all wished her well.

There being no further business, a motion was made by Mr. Zurbruegg, seconded by Ms. Hablitz, to adjourn the meeting. The meeting adjourned at 7:48 PM. The next regular meeting will be held on Thursday, September 14, 2023 at 7:00 PM.

Respectfully submitted, Carol Miller, Vice-President/Secretary