

Little Falls Public Library Board of Trustees

Regular Meeting Minutes

May 11, 2023

The regular meeting of the Little Falls Public Library Board of Trustees was called to order at 7:05 PM, Ms. Anne Kahwaty presiding.

Present: Anne Kahwaty, Carol Miller, Adam Zurbruegg, Joyce Frommer, Peter Tomasi, Casey Fronzuto, Jennifer Cole

Absent: Nancy Friedrich, Christine Hablitz, Shana Opdenberg

A motion was made by Mr. Zurbruegg, seconded by Ms. Kahwaty, to accept the Minutes of the April 13, 2023 regular meeting. Discussion: None. The motion passed on a voice vote, with Ms. Frommer and Ms. Fronzuto abstaining.

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 Mr. Zurbruegg, 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 April 2023 was made by Mr. Tomasi, seconded by Ms. Fronzuto. Discussion: Ms. Kahwaty said that the floor and cabinets have been installed in the backroom. We still need to pay for the stove and the table and chairs. On a roll call the motion passed.

A motion was made by Ms. Frommer, seconded by Mr. Zurbruegg, to approve the bills for the month of April 2023 for payment, subject to the availability of funds. Discussion: Design Tech Builder: deposit and cabinets for the back room. LeeZar Sporting Goods: library t-shirts. PSE&G: bill fluctuates every month. On a roll call the motion passed.

A motion was made by Mr. Zurbruegg, seconded by Ms. Frommer, to pay the salaries for the month of May 2023 in advance of the next Board meeting, subject to the availability of funds. Discussion: None. On a roll call the motion passed.

DIRERCTOR'S REPORT

A motion was made by Ms. Fronzuto, seconded by Mr. Zurbruegg, to accept the Director's Report. Discussion: Shannon has been hired to help with the summer programming and other page tasks. Jennifer graduated from her Super Librarian Training. Mayor Damiano was our mystery reader. TAB will be having another game night. There will be another therapy dog reading program. The Little Library will be placed on Wilmore Road. Our Mayor and Trustees provided breakfast to the staff for Library Week. There will be a program on Joan Crawford tomorrow night. Total Recovery will be doing a program on May 23<sup>rd</sup> at 6:30 PM. The library audit was completed on April 24<sup>th</sup>. The plexiglass will be removed from the front desk. We will be providing fresh fruit at the front desk for the after-school kids. Construction in the backroom started on May 2<sup>nd</sup>. We have new recycling cans at the back door. The display cabinets may be in earlier than expected. The Ice Cream Social will be May 16<sup>th</sup> at School #2. The PALS/PLUS

Book Festival will be taking place in Clifton on Saturday, June 10<sup>th</sup>. Linda will be doing story time sessions there. 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: A new table and chairs have been ordered for the backroom. Ms. Kahwaty and Ms. Miller will go shopping for plants for the outside grounds. There will be a meeting on Monday with another manufacturer for a possible green and gold sign, with a seven year warranty. Jennifer has gotten a quote for cleaning the windows.

Policy and Planning: Ms. Kahwaty, Ms. Friedrich, Ms. Frommer: We need an updated Arts and Culture policy. The original one was created in 2009. We will be looking at all other policies that are older than three years.

Human Resources: Ms. Kahwaty, Ms. Miller, Mr. Zurbruegg: No report.

School and Outreach: Ms. Marinelli, Ms. Kahwaty, Ms. Friedrich, Mr. Zurbruegg: We will be at the Ice Cream Social at School #2 on May 16<sup>th</sup>.

Friends: Ms. Kahwaty, Ms. Friedrich: The next meeting will be May 16<sup>th</sup>. They will be voting for a Vice-President and a Secretary. The Bike Rodeo netted \$120 in donations.

Arts and Culture: Ms. Kahwaty, Ms. Miller, Ms. Friedrich, Mr. Zurbruegg: The display cabinets will be in soon. School #1 had an Art Show. They have displayed a piece of artwork here at the library.

Grants: Ms. Kahwaty, Ms. Frommer, Ms. Friedrich, Ms. Fronzuto: We will be having a meeting soon.

CORRESPONDENCE: None.

#### OLD BUSINESS:

Farmer's Market Date Sign-up: Mr. Zurbruegg and Ms. Miller have already signed up. There are three spots left.

Monthly Trustee Meeting: Nothing yet for May.

#### NEW BUSINESS:

Carol Miller Re-appointment: Ms. Miller was re-appointed by Mayor Damiano. At this Board meeting she took the oath and signed it.

Ms. Frommer stated that we need to welcome our new next-door neighbors to the library when the building becomes occupied. Ms. Kahwaty said that the Friends group can help with that.

#### OTHER BUSINESS:

None.

There being no further business, a motion was made by Mr. Zurbruegg, seconded by Ms. Frommer, to adjourn the meeting. The meeting adjourned at 7:38 PM. The next regular meeting and Re-organization meeting will be held on Thursday, June 8, 2023 at 7:00 PM in the library.

Respectfully submitted,

Carol Miller, Vice-President/Secretary