

Little Falls Public Library Board of Trustees

Regular Meeting Minutes

November 9, 2023

The regular meeting of the Little Falls Public Library Board of Trustees was called to order at 7:04 PM, Ms. Anne Kahwaty presiding.

Present: Anne Kahwaty, Carol Miller, Peter Tomasi, Nancy Friedrich, Thomas Kazmark, Christine Hablitz, Jennifer Cole

Absent: Casey Fronzuto, Adam Zurbruegg, Shana Opdenberg

A motion was made by Ms. Hablitz, seconded by Ms. Friedrich, to accept the Minutes of the October 12, 2023 regular meeting. Discussion: None. The motion passed on a voice vote.

A motion was made by Mr. Kazmark, seconded by Ms. Friedrich, to open the meeting to the public. Discussion: None. A motion was made by Ms. Hablitz, seconded by Ms. Friedrich, to close the meeting to the public. Discussion: None. The motion passed on a voice vote.

A motion to accept the Financial Report for the month of October 2023 was made by Ms. Hablitz, seconded by Ms. Friedrich. Discussion: Ms. Kahwaty said that work has begun on next year's budget. Hopefully we will be able to approve it in December. We are working on raises for the staff and moving money into the Capital budget. Would like to get a grant to replace the children's furniture. If not, we will move monies from Capital for that (approximately \$20,000). We are currently at 79 percent for income. We are over in two areas in the budget. On a roll call the motion passed.

A motion was made by Mr. Kazmark, seconded by Ms. Friedrich, to approve the bills for October 2023 for payment, subject to the availability of funds. Discussion: None. On a roll call the motion passed.

A motion was made by Ms. Hablitz, seconded by Mr. Tomasi, to pay the salaries for the month of November 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. Hablitz, seconded by Ms. Friedrich, to accept the Director's Report. Discussion: Joe is now a Notary. Shannon was promoted to Information and Technical Services Specialist position. The staff took an on-line bullying seminar. Mommy Dearest program is November 10th. Hanukkah storytime will be held on November 29th. Twenty-three people attended the Diwali program. Winter Wonderland Dance will be held on December 16th from 5:30 until 7:30 PM. Gingerbread House program will be on December 9th. Jeff will be Santa. We received our State Aid check in the amount of \$7,354. The blinds pulley system over the front door has broken. Jennifer is looking to get it fixed. We now own the copier. We will pay a portion quarterly for the use of the copier. The dumbwaiter needed to be repaired again. The sink in the janitor closet has been leaking. We may need to replace the faucet. Antonio and Jack from Bergen County Special Services School District have been coming in to help out.

Two regular patrons have been using our home delivery. The third graders from School #3 will be coming in for a visit and to get library cards. On a roll call the motion passed.

COMMITTEE REPORTS

Executive: Ms. Kahwaty, Ms. Miller, Ms. Tomasi: No report

Building and Grounds: Ms. Kahwaty, Ms. Miller, Ms. Friedrich: The sprinklers were turned off for the winter. Joe, Matt, Shannon and Justin planted the daffodil bulbs outside the library.

Policy and Planning: Ms. Kahwaty, Ms. Miller, Ms. Friedrich, Ms. Fronzuto: The committee met and reviewed the Display policy. Next meeting is November 30th. We will be reviewing all policies three years and older.

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

School and Outreach: Ms. Opdenberg, Ms. Kahwaty, Ms. Friedrich, Mr. Zurbruegg: Library Board meetings and home delivery dates will be added to the Township calendar, along with Summer Reading Program Kickoff date. This calendar will be mailed out to all residents in mid-January.

Friends: Ms. Kahwaty, Ms. Friedrich, Ms. Fronzuto: Next meeting is November 21st.

Arts and Culture: Ms. Kahwaty, Ms. Miller, Ms. Friedrich, Mr. Zurbruegg: Application forms for display exhibits will be approved at the December meeting. We may start off with children's artwork.

Grants: Ms. Kahwaty, Ms. Friedrich, Ms. Fronzuto, Ms. Hablitz: Another round of funding for library building improvements may be coming up soon. We will hear about the grant for kitchen purchases in March or April.

CORRESPONDENCE

We received an email from FEMA about possible damage. Jennifer will contact them and tell them no.

OLD BUSINESS

Monthly Trustee Meeting: Report hours to Jennifer.

NEW BUSINESS

None.

OTHER BUSINESS

None.

There being no further business, a motion was made by Ms. Friedrich, seconded by Mr. Kazmark, to adjourn the meeting. The meeting adjourned at 7:35 PM. The next regular meeting will be held on Thursday, December 14, 2023 at 7:00 PM.

Respectfully submitted,

Carol Miller, Vice-President/Secretary