

Little Falls Public Library Board of Trustees

Regular Meeting Minutes

April 13, 2023

The regular meeting of the Little Falls Public Library Board of Trustees was called to order at 7:20 P<, Ms. Anne Kahwaty presiding.

Present: Anne Kahwaty, Carol Miller, Adam Zurbruegg, Shana Opdenberg, Christine Hablitz, Jennifer Cole

Absent: Peter Tomasi, Joyce Frommer, Casey Fronzuto, Nancy Friedrich,

A motion was made by Ms. Hablitz, seconded by Mr. Zurbruegg, to accept the Minutes of the March 9, 2023 regular meeting. Discussion: None. The motion passed on a voice vote.

A motion was made by Ms. Hablitz, seconded by Mr. Zurbruegg, to open the meeting to the public. Discussion: None. A motion was made by Ms. Hablitz, seconded by Mr. Zurbruegg, 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 March 2023 was made by Mr. Zurbruegg, seconded by Ms. Opdenberg. Discussion: Jennifer and Ms. Kahwaty went to see Mr. Cuccia at Town Hall concerning two former employees, Jeremy and Kristen, who are still enrolled in the PERS and dental system. They still have not been removed. Need to meet with Mr. Cuccia again to rectify this. On a roll call the motion passed.

A motion was made by Ms. Hablitz, seconded by Ms. Opdenberg, to approve the bills for the month of March 2023 for payment, subject to the availability of funds. Discussion: None. On a roll call the motion passed.

A motion was made by Mr. Zurbruegg, seconded by Ms. Hablitz, to pay the salaries for the month of April 2023 in advance of the next Board meeting, subject to the availability of funds. Discussion: We will be needing part-time help for the Summer Reading program. On a roll call the motion passed.

DIRECTOR'S REPORT

A motion was made by Ms. Opdenberg, seconded by Ms. Hablitz, to accept the Director's Report. Discussion: Michelle has taken the Adult Services position on a part-time basis. Jeffrey has replaced Michelle at the Circulation desk, part-time. Jennifer is half-way through the Super Library Supervisor Workshop series. Staff members will be meeting individually with Jennifer, halfway through the year, to talk. Voting for the Peeps Diorama contest will take place April 17th to the 22nd. The winner will be announced at the Mystery Reader event on Wednesday night, April 26th. We are partnering with WPU for coloring and printmaking programs, done virtually. START will be here on Saturday, April 15th with cats. There will be an Earth Day activity on Saturday, April 22nd, led by Trustee Pete Tomasi. Associated Fire returned to fix batteries, exit signs and a fire extinguisher. The walls have been painted and the carpet fixed in the old magazine section. Pre-season maintenance was done on the HVAC system. Jennifer is gathering information on entrance sign mock-ups. Linda and Matt went to the Rec Center for

Breakfast with the Bunny. They provided a frog craft and eggs to the children. There was discussion about participating in the Memorial Day parade; we would need a banner. 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: Work is continuing on the backroom remodeling. Jennifer is getting quotes for cleaning the windows.

Policy and Planning: Ms. Kahwaty, Ms. Friedrich, Ms. Frommer: Will begin working on reviewing a few other policies.

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

School and Outreach: Ms. Marinelli, Ms. Kahwaty, Ms. Friedrich, Mr. Zurbruegg: The kindergarten classes will be visiting on May 10th.

Friends: Ms. Kahwaty, Ms. Friedrich: No report.

Arts and Culture: Ms. Kahwaty, Ms. Miller, Ms. Friedrich, Mr. Zurbruegg: The cabinets will be here in eight to ten weeks. The goal is to start having programs in the Fall.

Grants: Ms. Kahwaty, Ms. Frommer, Ms. Friedrich: No report.

CORRESPONDENCE: None

OLD BUSINESS:

Monthly Trustee Meetings – Report hours to Jennifer.

We will need to do some research for the Friends group concerning the legal aspects of a raffle.

NEW BUSINESS:

Capital Plan: Projects for 2023: Workroom remodel (in process); Arts and Culture section (in process); YA bookshelves – would like to put shelving on castors; Entrance Sign – looking for something classic; waiting for quotes. Projects for 2024: Replace children's furniture; Mystery shelves – top veneer is coming off; Concrete replacement from entrance to street. Projects for 2025: Window shades needed in the back of the library; upgrade the bathrooms. After this discussion, a motion was made by Ms. Opdenberg, seconded by Ms. Hablitz, to accept the Provisional Capital Budget for 2022 to 2025. On a roll call the motion passed.

Farmer's Market Dates: Trustees will provide outreach at the market for five dates this season, teamed with a staff member. Members of the Friends group will do dates, too.

OTHER BUSINESS:

None.

There being no further business, a motion was made by Ms. Hablitz, seconded by Ms. Opdenberg, to adjourn the meeting. The meeting adjourned at 8:14 PM. The next regular meeting will be held on Thursday, May 11, 2023 at 7:00 PM in the library.

Respectfully submitted,

Carol Miller, Vice-President/Secretary