

Little Falls Public Library Board of Trustees

Regular Meeting Minutes

October 13, 2022

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, Joyce Frommer, Nancy Friedrich, Casey Fronzuto, Shana Opdenberg, Christine Hablitz, Jennifer Larrinaga

Absent: Adam Zurbruegg, Peter Tomasi

A motion was made by Ms. Fronzuto, seconded by Ms. Hablitz, to accept the Minutes of the September 8, 2022 regular meeting. Discussion: None. The motion passed on a voice vote.

A motion was made by Ms. Opdenberg, seconded by Ms. Frommer, to open the meeting to the public. Discussion: None. A motion was made by Ms. Opdenberg, seconded by Ms. Hablitz, 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 September 2022 was made by Ms. Frommer, seconded by Ms. Friedrich. Discussion: We are at 53 percent of the payroll line in our budget because Jennifer's former position has been vacant. Leftover money from Staffing will go to PERS and then to Capital. The one-third of a mil figure for next year has been received. Census population number for 2020 is 13,360 people. We are over-budget for Equipment and Furnishings and also for Membership/Conferences. On a roll call the motion passed.

A motion was made by Ms. Opdenberg, seconded by Ms. Hablitz, to approve the bills for the month of September 2022 for payment, subject to the availability of funds. Discussion: None. A motion was made by Ms. Opdenberg, seconded by Ms. Frommer, to pre-approve the bills for the month of October 2022, subject to the availability of funds, because the November 2022 Board of Trustees meeting is cancelled. Discussion: None. On a roll call the two motions passed.

A motion was made by Ms. Frommer, seconded by Ms. Friedrich, to pay the salaries for the months of October 2022 and November 2022, 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. Opdenberg, seconded by Ms. Frommer, to accept the Director's Report. Discussion: Stephen Bloshuk was hired as our Adult Services librarian. He starts Monday, October 17<sup>th</sup>. Matt attended an on-line Grow Your Business seminar. Ms. Friedrich asked about the inappropriate email received by a staff member. The problem was addressed immediately. State one-third of a mil budget figure is \$651,432. We will know in December how much money we have left in this year's budget. The Knitters Group has started; nine people attended the first session. Chef Lisa will be here on October 18<sup>th</sup> to show people how to prepare pasta dishes. Bernadine is doing a birdhouses craft.

Halloween party is on October 29<sup>th</sup>. Our workroom/lunchroom/backroom needs to be updated. Would like to turn it into a kitchen, with counters and shelving and a place for crafts to be stored. Would like it to be a functional space for community access programs. The microwave needs to be replaced. Fire exit lights needed to be brightened up. We will be leaving PALS/PLUS technical support. Will be hiring Eli Cardona (more cost-effective than PALS/PLUS). Will give us 122 hours of service a year. Will charge \$371.08 a month; he rolls unused hours over to the following year. He starts in January. The grant for the downstairs room was closed out. The mentors will start their training in October and November. The Girl Scouts and Daisies are meeting here again. Learning disability students are working here. The library will have one more appearance at the Farmers Market this fall. Kids are now taking out magazines. Jeremy is coming back to do two sessions of Dungeons and Dragons with Linda. On a roll call the motion passed.

#### COMMITTEE REPORTS

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

Buildings and Grounds: Ms. Kahwaty, Ms. Miller, Ms. Friedrich: We have requested a quote for doing the back room. Ninety-nine percent of the work downstairs has been completed; just needs a little bit of paint. We will need a policy for that room's use. We have gotten some samples for the new sign above the front door.

Policy and Planning: Ms. Kahwaty, Ms. Friedrich, Ms. Frommer: Will be working on a Conference Room policy. Ms. Kahwaty attended an NJLA seminar on book banning – will start working on this policy next month.

Human Resources: Ms. Kahwaty, Ms. Miller, Mr. Zurbruegg: Stephen starts work on Monday, October 17<sup>th</sup>.

School and Outreach: Ms. Marinelli, Ms. Kahwaty, Ms. Friedrich, Mr. Zurbruegg: We will be providing candy for the children at the Farmers Market for Halloween.

Friends: Ms. Kahwaty, Ms. Friedrich: The Book Sale is October 21<sup>st</sup> and 22<sup>nd</sup>. Clothing drive is also on the 22<sup>nd</sup> of October. New Jersey holiday ornaments are currently for sale.

Arts and Culture: Ms. Kahwaty, Ms. Miller, Ms. Friedrich, Mr. Zurbruegg: Jennifer would like to condense the magazine section of the library and put in glass display cases to showcase school projects and local artists. We will work on that after we do the backroom project.

CORRESPONDENCE: None

#### OLD BUSINESS:

Fine Free: We are in the queue for Fine Free with PALS/PLUS. Probably will happen by the end of the year. We will let the public know about this new policy.

Grant Completed: See above.

Monthly Trustee Meeting: Ms. Kahwaty attended the annual NJLA meeting. The diversity workshop was geared towards larger cities/libraries. Jennifer will send out the link to this meeting. There was a

Book Banning workshop; also one on How to Prepare a Capital Plan. We need to watch these for our hours; we need seven hours of Trustee time.

Ms. Friedrich asked about the health tablet program. Jennifer said no one ever used it. We now own the tablet.

**NEW BUSINESS:**

2023 One-Third Mil Figure: See above.

Updates to the Backroom: See above.

Library Tech Support 2023: See above.

**OTHER BUSINESS: None**

At this point in the meeting, the Board presented Jennifer with a gift and enjoyed some treats to celebrate her upcoming wedding next month. We wished her lots of happiness.

There being no further business, a motion was made by Ms. Fronzuto, seconded by Ms. Opdenberg, to adjourn the meeting. The meeting adjourned at 7:50 PM. The next regular meeting will be held on Thursday, December 8<sup>th</sup> at 7:00 PM in the library.

Respectfully submitted,

Carol Miller, Vice-President/Secretary