

Little Falls Public Library Board of Trustees

Regular Meeting Minutes

January 11, 2024

The regular meeting of the Little Falls Public Library Board of Trustees was called to order at 7:02 PM, Ms. Anne Kahwaty presiding.

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

Absent: Shana Opdenberg

A motion was made by Ms. Hablitz, seconded by Mr. Tomasi, to accept the Minutes of the December 14, 2023 regular meeting. Discussion: None. The motion passed on a voice vote.

A motion was made by Mr. Zurbruegg, seconded by Mr. Tomasi, to open the meeting to the public. Discussion: None. A motion was made by Ms. Fronzuto, seconded by Ms. Friedrich, 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 December 2023 was made by Ms. Kahwaty, seconded by Ms. Miller. Discussion: The interest we are earning on our accounts is very good. We received the \$2,500 ROID grant (the inclusion program offering life skills for people with disabilities). Ms. Kahwaty suggested putting \$35,000 into the Capital account. These funds will help to buy new children's furniture; we also need to start building up the balance in that account. Jeff will become a full-time staff member starting February 1<sup>st</sup>. PERS is a year in arrears; Matt will come on board with that in 2024. Our 1/3 of a mil figure increased nicely this year. The raises for our staff are getting closer in range with the NJLA salary guide. We are adding \$10,000 to our Programming budget figure for this year. Staff computers need to be replaced. They will be put out on the floor for the use of the public. Equipment and Furnishings line was high last year due to the kitchen remodel and the new display exhibit. The Maintenance and Repairs line was reduced a little bit for this year. The company that originally installed our window blinds is out of business. Jennifer sent photos to a new company, who will charge us to come out and take a look at them. A motion to accept the 2024 budget was made by Ms. Fronzuto, seconded by Mr. Zurbruegg. On a roll call the motion passed. A motion to accept the 2024 salary raises, retro to January 1<sup>st</sup>, was made by Mr. Kazmark, seconded by Ms. Friedrich. On a roll call the motion passed. A motion to move \$35,000 into the Capital account was made by Ms. Friedrich, seconded by Ms. Hablitz. On a roll call the motion passed. On a roll call the motion to accept the Financial report passed.

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

A motion was made by Ms. Friedrich, seconded by Ms. Fronzuto, to pay the salaries for the month of January 2024, 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. Friedrich, seconded by Mr. Zurbruegg, to accept the Director's Report. Discussion: Linda and Matt re-joined their respective PALS/PLUS committees. Jennifer has hired Kevin Patrick, our new library assistant. Upcoming programs: Pokemon, Palette Pary, Lunar New Year Celebration, Vision Board, Concussion Roulette, Garden Club. PALS/PLUS has moved from Optimum to Verizon. Our hardware has been switched out. We are in the process of trying to fix the broken chain on the front window blinds. Jennifer went to the Civic Center in December, letting the residents sheltering there from the flooding know that they could use the library's computers and also charge their phones. The Yarn Lovers Group has been donating baby blankets for the library's Baby Welcome Bags. Mr. Tomasi will be doing a presentation on January 29<sup>th</sup> for the Garden Club program. On a roll call the motion passed.

#### COMMITTEE REPORTS

Executive: Ms. Kahwaty, Ms. Miller, Mr. Tomasi: Committee met and discussed the budget, staff salary raises and Jennifer's annual review.

Building and Grounds: Ms. Kahwaty, Ms. Miller, Ms. Friedrich: No report.

Policy and Planning: Ms. Kahwaty, Ms. Miller Ms. Friedrich, Ms. Fronzuto: Committee met to discuss the Patron Code of Conduct. Children under 10 are not permitted unsupervised. Children 11 to 17 are expected to adhere to standards as adults. It will up to the discretion of the Director aa to who needs to leave the library due to their behavior. A letter will be going out to parents in September informing them of our policy. We will also be putting this policy on our website. A motion was made by Ms. Fronzuto, seconded by Ms. Friedrich, to accept the Patron Code of Conduct policy. Discussion: None. On a voice vote the motion passed. The next policies to be looked at are Behavior Policy and Comp Time Policy. From now on there will be no smoking allowed outside on the library's grounds. The DPW will be removing the signs that are presently posted on the brick pillars.

Human Resources: Ms. Kahwaty, Ms. Miller, Mr. Tomasi: Jeff will be a full-time employee as of February 1<sup>st</sup> and Kevin has been hired as a library assistant.

School and Outreach: Ms. Opdenberg, Ms. Kahwaty, Ms. Friedrich, Mr. Zurbruegg: No report.

Friends: Ms. Kahwaty, Ms. Friedrich, Ms. Fronzuto: The Friends group is selling mugs, ornaments and towels. Next meeting is January 16<sup>th</sup> at 7:00 PM.

Arts and Culture: Ms. Kahwaty, Ms. Miller, Ms. Friedrich, Mr. Zurbruegg: Jennifer is our first exhibitor. Her collection of Lucille Ball dolls is on display.

Grants: Ms. Kahwaty, Ms. Friedrich, Ms. Fronzuto, Ms. Hablitz: We matched the \$2,500 ROID grant that we received with \$500, for a total of \$3,000. The committee is looking for more grants; bathroom upgrades are needed.

CORRESPONDENCE: None

OLD BUSINESS:

Monthly Trustee Meetings: Report hours to Jennifer.

Sink in Janitor's Closet: Jennifer is looking for one more quote.

Staff Luncheon: Staff would like salad, pizza and dessert.

NEW BUSINESS:

2024 Voting Representative and Alternate Resolution for PALS/PLUS: Jennifer is the representative; Joe is the alternate. A motion was made by Mr. Kazmark, seconded by Ms. Hablitz, to accept the 2024 PALS/PLUS Voting Representative and Alternate Resolution. Discussion: None. On a voice vote the motion passed.

Review/Approve 2024 Budget: See above.

Review/Approve 2024 Staff Increases: See above.

Other 2024 Resolutions: A motion to accept the 2024 Signatories Account Resolution was made by Mr. Kazmark, seconded by Ms. Hablitz. Discussion: None. On a voice vote the motion passed. A motion to accept the 2024 Petty Cash Resolution was made by Mr. Zurbruegg, seconded by Ms. Fronzuto. Discussion: None. On a voice vote the motion passed.

2023 A Year in Review: So much was accomplished in 2023. Outstanding!

OTHER BUSINESS: None.

There being no further business, a motion was made by Mr. Zurbruegg, seconded by Mr. Kazmark, to adjourn the meeting. The meeting adjourned at 7:51 PM. The next regular meeting will be held on Thursday, February 8, 2024 at 7:00 PM.

Respectfully submitted,

Carol Miller, Vice-President/Secretary