

Little Falls Public Library Board of Trustees

Regular Meeting Minutes

December 10, 2020

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

Present: Anne Kahwaty, Carol Miller, Adam Zurbruegg, Joyce Frommer (arrived at 7:15 PM), Nancy Friedrich, Christine Hablitz, Kristin Blumberg

Absent: Bonnie Nolan, Tracey Marinelli

A motion was made by Ms. Friedrich, seconded by Ms. Hablitz, to accept the Minutes of the November 12, 2020 meeting. Discussion: None. The motion passed on a voice vote.

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

A motion to accept the Financial Report for November was made by Mr. Zurbruegg, seconded by Ms. Friedrich. Discussion: None. On a roll call all reports were approved and the motion passed.

A motion was made by Mr. Zurbruegg, seconded by Ms. Hablitz, to approve the bills for November, subject to the availability of funds. Discussion: Bills that still need to be paid for this year include utilities, the copier lease, Baker and Taylor backorders and Automatically Yours. On a roll call the motion passed.

A motion was made by Ms. Friedrich, seconded by Mr. Zurbruegg, to pay the salaries for the month of December, 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 Mr. Zurbruegg, to accept the Director's Report. Discussion: Linda has had a few programs and they were well-attended. The cooking program with Shop-Rite had thirteen attendees. The Gingerbread House program is beyond full. D&D is doing great. The motion passed on a voice vote.

COMMITTEE REPORTS

Executive: Ms. Kahwaty, Ms. Miller, Mr Zurbruegg: The annual review for our Director went really well. We are updating goals for her. Mayor Damiano has someone in mind for Ms. Toomey's vacant seat on the Board.

Building and Grounds: Ms. Kahwaty, Ms. Miller, Ms. Friedrich: The poinsettias look lovely; the staff is enjoying them. We will look at the problem with the front lawn tree roots in the spring.

Policy and Planning: Ms. Kahwaty, Ms. Friedrich, Ms. Frommer: Little Falls Public Schools are virtual until January 11, 2021.

Human Resources: Ms. Kahwaty, Ms. Miller, Mr. Zurbruegg: We will discuss staff raises under New Business.

Schools and Outreach: Ms. Marinelli, Ms. Kahwaty, Ms. Friedrich, Mr. Zurbruegg: Kristin, Linda and Ms. Kahwaty attended "Talk A Latte". It was well-received.

Friends: Ms. Friedrich: \$1,200 was raised at the Book Sale. The positions of President and Membership Chairperson have not been filled yet. Ms. Hablitz asked if the Friends Group could have a Facebook page to get more exposure. Ms. Kahwaty stated that there are currently about 60 to 70 members.

CORRESPONDENCE

The 2021 PALS/PLUS Voting Representation Resolution was received. A motion was made by Ms. Frommer, seconded by Ms. Miller, to appoint Ms. Blumberg as our voting representative and Jennifer as our alternate. Discussion: Directors have voting privileges at the quarterly meetings of PALS/PLUS. The motion passed on a voice vote.

OLD BUSINESS

The 2019 PERS amount (\$14,166) will be paid in December 2020. Everything is OK with the revised budget. We received our quarterly check from the Township. Final touches are being done on the PALS/PLUS credit card; not ready yet. The NJ Trustees virtual meeting is Thursday, December 17th at 12 Noon.

NEW BUSINESS

COVID Closure: Ms. Blumberg would like to keep the library closed through January 18, 2021. The Board agreed to have the library re-open on Tuesday, January 19th.

2021 Staff Raises: The minimum wage now is \$12 an hour. Recommendation was made to bump the Circulation Clerks up to \$13 an hour. A motion was made by Ms. Hablitz, seconded by Mr. Zurbruegg, to accept the payroll raise recommendations for 2021 as set forth in our emailed reports for this meeting. On a roll call the motion passed.

Overhaul of Website: Our website needs a face-lift. The current webmaster has been contacted. The Outreach Committee will meet and explore options for improvements.

OTHER BUSINESS

None

There being no further business, a motion was made by Ms. Friedrich, seconded by Mr. Zurbruegg, to adjourn the meeting. Motion passed. The meeting was adjourned at 7:34 PM. The next meeting will be Thursday, January 14, 2021 at 7:00 PM, via Zoom.

Respectfully submitted,

Carol Miller, Vice-President/Secretary