

Little Falls Public Library Board of Trustees

Regular Meeting Minutes

December 9, 2021

The regular meeting of the Little Falls Public Library Board of Trustees, via a Zoom meeting, was called to order at 7:03 PM, Ms. Anne Kahwaty presiding.

Present: Anne Kahwaty, Carol Miller, Adam Zurbruegg, Joyce Frommer, Nancy Friedrich, Juliann Meletta, Peter Tomasi, Tracey Marinelli, Kristin Blumberg

Absent: Christine Hablitz

A motion was made by Ms. Frommer, seconded by Ms. Friedrich, to accept the Minutes of the November 10, 2021 meeting. Discussion: None. The motion passed on a voice vote.

A motion was made by Mr. Tomasi, seconded by Mr. Zurbruegg, to open the meeting to the public. Discussion: None. A motion was made by Ms. Marinelli, seconded by Mr. Tomasi, 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 November was made by Ms. Friedrich, seconded by Ms. Frommer. Discussion: The outstanding items owed to the Township have been paid. On a roll call all reports were approved and the motion passed.

A motion was made by Ms. Friedrich, seconded by Ms. Meletta, to approve the bills for the month of November 2021, subject to the availability of funds, for payment. Discussion: Atlantic Tomorrows: Bill for copies for the copy machine is paid quarterly. NJ American Water: The water bill is lower now that the sprinkler system has been turned off for the winter. Ebesco: Subscriptions for the new data base for the grant project. We will be reimbursed by the State. On a roll call the motion passed.

A motion was made by Ms. Frommer, seconded by Ms. Meletta, 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. Frommer, seconded by Ms. Meletta, to accept the Director's Report. Discussion: We have a new employee, Michelle, at the front desk. There were two sessions of the Gingerbread House program. The first session for Glass Painting for Adults was held; the second one is next week. The Passaic Valley High School holiday concert is next week. The basement project is currently at a standstill. The side walkway is sinking; we have a quote to fix it. Three monitors have arrived. Girl Scouts/Brownies/Daisies are meeting in the library.. The Little Falls Biz holiday party will be held here on December 11th, 1 to 3 PM. The Friends Group Christmas tree ornaments have sold out

COMMITTEE REPORTS:

Executive: Ms. Kahwaty, Ms. Miller, Mr. Zurbruegg: We are currently under the State minimum guidelines with our salaries. We will need to look at this next year. Recommendations for staff raises:

Our four hourly employees will be raised to \$14/hr. Our page will be raised to \$13/hr. Would like to give Jeremy a 4% raise due to all his work this year on social media and the website. Would also recommend a 4% raise for Linda for all of her children's programming and community outreach. Kristin, Jennifer and Joe would each receive a 2% raise. Due to her resignation, Kristin is recommending appointing Jennifer as Interim Director. The Board will bring her salary up to \$57,283.98 (this includes an additional \$10,000 as Interim Director). Kristin will talk to Township payroll person about this. A motion was made by Ms. Friedrich, seconded by Ms. Frommer, to approve these raises for 2022. On a roll call the motion passed.

Building and Grounds: Ms. Kahwaty, Ms. Miller, Ms. Friedrich: Cabinets in basement room: If we buy them ourselves, we have to get them from the curb to the basement. Ms. Miller suggested that we find a contractor to do this work. Concrete: The DPW calked inside. Water is pooling by the door. Concrete is sinking towards the door. There is water in the closet in the basement; needs to be waterproofed. We received a quote for a five-year warranty for the basement; company can't come out until the Spring to do the work. Ms. Kahwaty suggested that we look into other possibilities. The Fall Clean-up has not been done yet.

Policy and Planning: Ms. Kahwaty, Ms. Friedrich, Ms. Frommer, Ms. Meletta: Will review programming policy in the new year.

Human Resources: Ms. Kahwaty, Ms. Miller, Mr. Zurbruegg: Raises for staff discussed in Executive Committee Report.

School and Outreach: Ms. Marinelli, Ms. Kahwaty, Ms. Friedrich, Mr. Zurbruegg: December 14th is the school referendum for building improvements.

Friends: Ms. Friedrich, Ms. Meletta: Wendy's fundraiser raised \$334. The holiday ornaments are sold out. Will order more next year. Staff luncheon will be in January 2022. Working on a new logo.

Arts and Culture: Ms. Kahwaty, Ms. Miller, Ms. Friedrich, Mr. Zurbruegg: Everything is on hold due to COVID.

CORRESPONDENCE:

Ms. Kahwaty will send a card to the Cipolla family acknowledging the memorial donations to the library.

OLD BUSINESS:

Bank paperwork is all completed.

P Card is moving along in the process. Mr. Zurbruegg said that the card will be in Kristin's name. Ms. Miller asked how long it will take to change the name on the card. Kristin will find out.

NEW BUSINESS:

2022 Staff Raises have now been voted on and approved.

2022 PALS/PLUS voting representative and alternate resolution: Change was made to appoint Jennifer as the library's voting representative.

Walkway/Concrete: Already discussed above in Building and Grounds report.

Next Trustees workshop is December 16th.

OTHER BUSINESS:

January 2022 Trustee meeting: We will continue meeting via Zoom.

Resignation of our Library Director: Kristin submitted her resignation with regret. Ms. Kahwaty and other members of the Board thanked her for her years of service. A motion was made by Mr. Tomasi, seconded by Ms. Friedrich, to approve Jennifer Larrinaga as Acting Interim Director, starting January 1, 2022. The motion carried on a voice vote. Ms. Miller will get the paperwork for Jennifer to sign.

There being no further business, a motion was made by Mr. Zurbruegg, seconded by Ms. Marinelli, to adjourn the meeting. The meeting adjourned at 7:54 PM. The next regular meeting will be Thursday, January 13, 2022 at 7:00 PM, via Zoom.

Respectfully submitted,

Carol Miller, Vice-President/Secretary