

Little Falls Public Library Board of Trustees

Regular Meeting Minutes

February 13, 2021

The regular meeting of the Little Falls Public Library Board of Trustees, via a virtual Zoom meeting, was called to order at 7:01 PM, Ms. Anne Kahwaty presiding.

Present: Anne Kahwaty, Carol Miller, Adam Zurbruegg, Bonnie Nolan, Joyce Frommer, Juliann Meletta, Tracey Marinelli, Kristin Blumberg. Nancy Friedrich joined at 7:06 PM.

Absent: Christine Hablitz

A motion was made by Ms. Meletta, seconded by Ms. Marinelli, to accept the Minutes of the January 14, 2021 meeting. Discussion: None. The motion passed on a voice vote.

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

A motion to accept the Financial Report for January was made by Mr. Zurbruegg, seconded by Ms. Frommer. Discussion: Ms. Kahwaty said that she would like the current cleaners contract amended when we are closed to the public. She also stated that we can move money into Capital when we want to as per our auditor. On a roll call all reports were approved and the motion passed.

A motion was made by Ms. Frommer, seconded by Ms. Meletta, to approve the bills for January for payment, subject to the availability of funds. Discussion: Direct Energy is our third party electric provider. Within two billing cycles that amount will be back on our PSE&G bill. On a roll call the motion passed.

A motion was made by Ms. Marinelli, seconded by Ms. Frommer, to accept the Director's Report. Discussion: We now have on-line registration for all programs. Ms. Nolan asked what does a patron do if he/she does not have a computer. Ms. Blumberg said that the patron can call the library to sign up. Brainfuse, an on-line tutoring service for kids and adults, and Zoom for 500 people for programs through September 30th are being provided by the State through CARES funding. Sixty-seven people attended via Zoom the Little Falls Historical Society program, which was recorded and is now on our website. The motion passed on a voice vote.

COMMITTEE REPORTS

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

Building and Grounds: Ms. Kahwaty, Ms. Miller, Ms. Friedrich: We will get sidewalk and tree removal quotes in the Spring. The peeling paint on the metal trim around the front door needs to be removed.

Policy and Planning: Ms. Kahwaty, Ms. Friedrich, Ms. Frommer: Looking into whether we should allow photography and filming in the library.

Human Resources: Ms. Kahwaty, Ms. Miller, Mr. Zurbruegg: List of job descriptions was last updated in 2014. Will be working on any updates.

School and Outreach: Ms. Marinelli, Ms. Kahwaty, Ms. Friedrich, Mr. Zurbruegg: Ms. Kahwaty met with the school principals concerning Read Across America. There will be author visits, virtual readings to the students, story-time with guest readers and Ms. Jolie. Ms. Frommer asked if we are getting support from local realtors in giving information to new residents about the library. Little Falls Biz is no longer mailing out coupon books; realtors are handing them out to new residents. Ms. Frommer suggested putting it out on social media. Ms. Nolan said that this is not a library initiative; it is the responsibility of Little Falls Biz.

Friends: Ms. Friedrich: No new members. Group needs a new President, Vice-President and Secretary. Will do a clothing drive in May and a Book Sale on June 25th and 26th. Would like to add food trucks to the Book Sale. Ms. Meletta suggested that the Friends group do a program for the PTA. Ms. Kahwaty said that we need to spread the word to people in town. Ms. Frommer stated that we need to do more outreach on this, too.

Arts and Culture: Ms. Kahwaty stated that a new committee has been formed. Members are Ms. Miller, Ms. Friedrich and Mr. Zurbruegg. They will be meeting within the month to come up with ideas and a plan.

CORRESPONDENCE

Ms. Miller suggested a garden statue as a gift for Ms. Toomey, but it was deemed too expensive. \$50.00 is the limit. She will come back with another suggestion for the next meeting. Ms. Marinelli said that there is an 18 inch high statue that she recently bought on Amazon of a boy and girl reading that costs \$45.00.

OLD BUSINESS

COVID Re-opening: We were planning on re-opening on February 16th, but now one of our employees has been in contact with people who have been exposed to COVID. This employee will stay home until he and his family tests negative. If he is working from home, he will get paid. Ms. Blumberg would like to re-open the library; the staff wants to re-open. We can now safely do this at 35 percent capacity. Ms. Miller asked when is the first day that this employee can come back if he and his family members are all negative. It was then agreed that we will re-open on Monday, February 22nd with regular hours. We will continue to offer curbside pickup.

Website Redesign Update: Two companies gave us estimates; \$10,000+ to do a redesign. It would cost \$825.00 to upgrade with our current vendor (Dale). Ms. Frommer said that if our existing vendor can meet our criteria, we should stay with him. Mr. Zurbruegg also agreed that if Dale can do what we want, then should we should to upgrade with him. Ms. Kahwaty said that he needs to show us what he can do.

January Trustees Check-in: Ms. Blumberg said that if anyone attended, please let her know.

NEW BUSINESS

Annual State Report: Ms. Blumberg is also done with this. Our funding comes from the information we submit on this report. The figures from Little Falls Township for the medical should be ready soon.

Preview of the Upcoming School Referendum: Ms. Marinelli gave a presentation of the proposed upgrades and new construction at all three schools which will be on the referendum from the Board of Education this year.

OTHER BUSINESS

Ms. Miller spoke of the recent passing of her mother, Mary Riker, who donated the statue of "Bookworms on a Bench" to the library several years ago, dedicated to the children of Little Falls. It was also noted that Mrs. Riker came to read to the 4th grade classes at School #1 on March 2, 1998 for the first Read Across America.

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 8:45 PM. The next meeting will be Thursday, March 11, 2021 at 7:00 PM, via Zoom.

Respectfully submitted,

Carol Miller, Vice-President/Secretary