

Little Falls Public Library Board of Trustees

Regular Meeting Minutes

January 14, 2021

The regular meeting of the Little Falls Public Library Board of Trustees, via a virtual Zoom meeting, was called to order at 7:00 PM, Ms. Anne Kahwaty presiding.

Present: Anne Kahwaty, Carol Miller, Bonnie Nolan, Nancy Friedrich, Tracey Marinelli, Christine Hablitz, Juliann Meletta, Kristin Blumberg

Absent: Adam Zurbruegg, Joyce Frommer

A motion was made by Ms. Hablitz, seconded by Ms. Friedrich, to accept the Minutes of the December 10, 2020 meeting. Discussion: None. The motion passed on a voice vote.

A motion was made by Ms. Marinelli, seconded by Ms. Friedrich, to open the meeting to the public. The motion passed on a voice vote. Discussion: None. A motion was made by Ms. Hablitz, 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 December was made by Ms. Marinelli, seconded by Ms. Friedrich. Discussion: None. On a roll call all reports were approved and the motion passed.

A motion was made by Ms. Friedrich, seconded by Ms. Hablitz, to approve the bills for December for payment, subject to the availability of funds. Discussion: Ms. Kahwaty asked if there were any outstanding bills from 2020. The bill from Reiners is for a repair in December. There is also a backorder from Baker and Taylor. On a roll call the motion passed.

A motion was made by Ms. Marinelli, seconded by Ms. Miller, to pay the salaries for the month of January, 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 Ms. Friedrich, to accept the Director's Report. Discussion: E-books are up from last year; print books are down. 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: Ms. Nolan stated that the sidewalk on the Stevens Avenue side of the building is two different heights and that the paint around the front door is peeling. Ms. Blumberg will have her husband take a look at the door. Ms. Miller said that we cannot paint right now in the cold weather.

Policy and Planning: Ms. Kahwaty, Ms. Friedrich, Ms. Frommer: See Old Business – COVID, re-opening.

Human Resources: Ms. Kahwaty, Ms. Miller, Mr. Zurbruegg: We will look at the job descriptions for the current staff in the upcoming months.

Schools and Outreach: Ms. Marinelli, Ms. Kahwaty, Ms. Friedrich, Mr. Zurbruegg: Students returned to school on January 11th. Ms. Marinelli said that the students are happy to be in school. Not all the children on the Mayor's list for COVID are physically in our schools. The staff has been doing great. The schools are pushing social and emotional learning; keeping track and helping those who are getting depressed. There will be no in-person Read Across America this year. It will be done virtually.

Friends: Ms. Friedrich: There was no meeting in December. Group needs a new President. Ms. Hablitz asked about a Facebook page for the group. A suggestion was made to have a take-out dinner to raise money.

CORRESPONDENCE

Re Ms. Toomey's resignation: Ms. Kahwaty would like to recognize her service to the Board. Ms. Miller will get a card for all Board members to sign and will come up with a gift idea.

OLD BUSINESS

COVID re-opening: It was noted that people need to sign up for the vaccine via the computer. Ms. Nolan said that maybe they can make an appointment with the library staff to come in to register for that. If we are open, but closed to the public, they could make an appointment for just one-half hour and use the computer only for that purpose. Ms. Blumberg has the ability to terminate the session after one-half hour. It was decided that the library will re-open to the public on February 16th, subject to any changes in the COVID situation. Ms. Marinelli said that the Clifton Health Department is working with the Little Falls schools to find a day to administer the vaccine to the staff. She will try to see if she can get the library staff attached to that. Ms. Kahwaty stated that the CARES Act has been extended, so the library can continue to submit expenses.

PALS/PLUS Taking Credit Cards for Fines: In effect as of January 11th. This is done on-line, not at Circulation Desk. Library doesn't handle the transaction. We will be receiving a check quarterly.

NEW BUSINESS

New Board Member: The Board welcomed our newest member, Juliann Meletta.

Proposed 2021 Budget: A motion was made by Ms. Hablitz, seconded by Ms. Friedrich, to accept the Resolution for the proposed budget for 2021. Discussion: Ms. Blumberg went over the budget, line by line. Ms. Kahwaty asked if Linda has enough money for any extra programs before the summer. Ms. Blumberg said everything is ok; Linda will do outdoor storytimes as soon as it gets warm. Ms. Marinelli said that the library can use the outdoor classroom at the end of the Morris Canal on weekends and after school hours. Ms. Blumberg stated that Linda needs a wireless microphone and also a new tent. These items are included in her budget. On a roll call the motion carried.

Updated Three-Year Capital Plan: A motion was made by Ms. Friedrich, seconded by Ms. Marinelli, to accept the Resolution for the three-year Capital Plan. Discussion: We have designated \$20,000 for this year for the front sidewalk. The auditors said that we can move money into Capital later if we have a Resolution. We can also put money into savings later on. Ms. Nolan mentioned that the elevator could

not be done. Ms. Blumberg said that it could only be an outside elevator. On a roll call the motion carried.

2021 Capital Budget Resolution: A motion was made by Ms. Marinelli, seconded by Ms. Friedrich, to accept the Resolution for the 2021 Capital Budget. Discussion: None. On a roll call the motion carried.

2021 Petty Cash and Change Funds Resolution: A motion was made by Ms. Hablitz, seconded by Ms. Friedrich, to accept the Resolution for 2021 Petty Cash and Change Funds. Discussion: Ms. Blumberg said that Jeremy is in charge of petty cash. On a roll call the motion carried.

Ad-hoc Committee for Arts and Culture: Ms. Kahwaty would like four Board members to serve on this committee. If anyone is interested, please let her know.

OTHER BUSINESS

None

There being no further business, a motion was made by Ms. Friedrich, seconded by Ms. Marinelli, to adjourn the meeting. Motion passed. The meeting was adjourned at 8:11 PM. The next meeting will be Thursday, February 11, 2021 at 7:00 PM, via Zoom.

Respectfully submitted,

Carol Miller, Vice-President/Secretary