

Little Falls Public Library Board of Trustees

Regular Meeting Minutes

June 11, 2020

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. Bonnie Nolan presiding.

Present: Bonnie Nolan, Carol Miller, Patricia Toomey, Joyce Frommer, Adam Zurbruegg, Nancy Friedrich, Anne Kahwaty, Tanya Seber, Tracey Marinelli, Kristin Blumberg.

Absent: None

A motion was made by Ms. Toomey, seconded by Ms. Frommer, to accept the Minutes of the May 14, 2020 meeting. Discussion: None. The motion passed on a voice vote.

A motion was made by Ms. Toomey, seconded by Ms. Kahwaty, to open the meeting to the public. The motion passed on a voice vote. Discussion: None. A motion was made by Ms. Marinelli, seconded by Ms. Kahwaty, 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 May was made by Ms. Toomey, seconded by Ms. Friedrich. Discussion: Ninety-two percent of our budget for periodicals has already been paid for the year. This was done at the beginning of the year. All other figures are low because the library has not been open. On a roll call all reports were approved and the motion passed.

A motion was made by Ms. Toomey, seconded by Ms. Seber, to approve the bills for the month of May, subject to the availability of funds. Discussion: The list of bills is shorter because the library has been closed. Shop-Rite: Shower curtains were purchased to hang from the dropped ceiling in the staff office to act as a COVID barrier between the desks. PSE&G: Amount is low because the library has been closed. Bills paid during the summer will be approved at the September meeting. On a roll call the motion passed.

A motion was made by Ms. Frommer, seconded by Ms. Marinelli, to pay the salaries for the months of June, July and August, 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. Miller, seconded by Ms. Friedrich, to accept the Director's report. Discussion: Children's programming is getting a lot of hits. Only two people showed up for the virtual book club. Results of our recent survey show that our patrons prefer in-person programming, not on-line. Our patrons are very sociable. Also, parents said that they don't want to be on the computer all day. The motion passed on a voice vote.

COMMITTEE REPORTS

Executive: Ms. Nolan, Ms. Miller, Ms. Toomey: No report.

Landscaping: Ms. Toomey, Ms. Miller: Ms. Toomey reported that two trees on Stevens Avenue need to be pruned; we need to call Holmes Landscaping to do that work. The sprinkler system was turned on this week.

Building: Ms. Nolan, Ms. Miller, Ms. Toomey: No report.

Planning: Ms. Nolan, Ms. Toomey: No report.

Human Resources: Ms. Nolan, Ms. Miller, Ms. Toomey: No report.

Policy: Ms. Nolan: No report.

Friends: Ms. Kahway: The book sale scheduled for the end of June has been cancelled due to COVID.

CORRESPONDENCE: None

OLD BUSINESS:

The audit is finished; awaiting final report. Little Library: Waiting to pick a site.

NEW BUSINESS:

Oath of Office for new trustee: Adam Zurbruegg has taken the oath of office.

Cleaning Quote: The revised quote we received says that all surfaces will be cleaned five days a week, Monday through Friday. The new quote is \$1,475.00 per month.

Survey: One interesting fact on the survey showed that 69 percent of patrons responding prefer books. They have not been using ebooks and/or audiobooks while the library is closed.

New Board of Trustees information form: Ms. Miller asked for a new updated list of our library trustees and their contact information for our records.

The June 11, 2020 Little Falls Public Library Board of Trustees meeting was adjourned sine die at 7:23 PM. Ms. Kristin Blumberg took the chair.

LITTLE FALLS PUBLIC LIBRARY BOARD OF TRUSTEES 2020 REORGANIZATION MEETING

The Chair asked for nominations for President. Ms. Anne Kahway was nominated by Ms. Seber. The nomination was seconded by Ms. Marinelli. Ms. Bonnie Nolan was nominated by Ms. Toomey. The nomination was seconded by Ms. Frommer. There being no further nominations, the nominations for President were closed. Discussion: Ms. Nolan spoke about her qualifications and past accomplishments. Ms. Kahway spoke about the number of library programs she has done and her desire to forge a new relationship with the Little Falls school system, along with moving the library forward into the future. She was also concerned that our committees do not meet on a regular basis. Mr. Zurbruegg stated that it is healthy to change leadership. Ms. Frommer said that more

trustees need to step up and volunteer for our committees. Ms. Seber wants the library to be more forward-moving. On a roll call Ms. Kahwaty was elected President.

The Chair asked for nominations for Vice-President/Secretary. Ms. Carol Miller was nominated by Mr. Zurbruegg. The nomination was seconded by Ms. Friedrich. There being no further nominations, the nominations for Vice-President/Secretary were closed. Discussion: None. On a roll call Ms. Miller was elected Vice-President/Secretary.

The Chair asked for nominations for Treasurer. Mr. Adam Zurbruegg was nominated by Ms. Kahwaty. The nomination was seconded by Ms. Marinelli. There being no further nominations, the nominations for Treasurer were closed. Discussion: None. On a roll call Mr. Zurbruegg was elected Treasurer.

Ms. Bonnie Nolan left the meeting at 7:43 PM. Ms. Anne Kahwaty, President, assumed the chair at 7:44 PM.

Banks and Accounts: Ms. Marinelli made a motion naming Lakeland Bank as the location of the library's accounts in 2020. Mr. Zurbruegg seconded the motion, which passed unanimously on a roll call.

Attorney: Ms. Miller made a motion naming Mr. Michael Cerone as the attorney for the library's legal assistance in 2020. Ms. Toomey seconded the motion, which passed unanimously on a roll call.

Auditor: Ms. Marinelli made a motion naming the independent auditing firm of Weilkotz and Company as the auditor for the library in 2020. Mr. Zurbruegg seconded the motion, which passed unanimously on a roll call.

Committees: (Review, change and/or re-appointment)

After discussion, a motion was made by Ms. Marinelli, seconded by Ms. Friedrich, to merge the Landscaping committee and the Building Renovations committee into a new committee called Building and Grounds. On a roll call the motion passed.

Building and Grounds: Ms. Miller, Ms. Kahwaty, Ms. Friedrich

Human Resources: Ms. Kahwaty, Ms. Miller, Mr. Zurbruegg

Executive: Ms. Kahwaty, Ms. Miller, Mr. Zurbruegg

After discussion, a motion was made by Ms. Marinelli, seconded by Ms. Friedrich, to merge the Planning committee and the Policy committee into a new committee called Policy and Planning. On a roll call the motion passed.

Policy and Planning: Ms. Friedrich, Ms. Frommer

Ms. Kahwaty recommended creating a new committee called School and Outreach, which would form partnerships with the community. After discussion, a motion was made by Ms. Friedrich, seconded by Ms. Marinelli, to add this new committee. On a roll call the motion passed.

School and Outreach: Ms. Marinelli, Ms. Kahwaty, Ms. Friedrich, Mr. Zurbruegg

Mayor's Alternate: Ms. Tanya Seber

School Superintendent's Alternate: Ms. Shana Opdenberg, alternate as needed

Ms. Marinelli said that she would like to dial into our Board meetings when she is unable to physically attend. She also offered the use of School #1 for our meetings because of COVID and social distancing, since being in our basement is not safe for us to gather due to those restrictions.

A motion was made by Ms. Kahwaty, seconded by Ms. Marinelli, to open the meeting to the public. The motion passed on a voice vote. Discussion: Mr. Arnie Korotkin, a member of the public, stated that he would like to see the Minutes of our Board meetings posted on our library's website. Ms. Blumberg agreed to do that.

A motion was made by Ms. Marinelli, seconded by Ms. Friedrich, to close the meeting to the public.

There being no further business, a motion was made by Ms. Marinelli, seconded by Ms. Friedrich, to adjourn the meeting. The meeting was adjourned at 8:15 PM. The next meeting will be Thursday, September 10, 2020 at 7:00 PM.

Respectfully submitted,

Carol Miller, Vice-President/Secretary