

## Little Falls Public Library Board of Trustees

### Regular Meeting Minutes

June 10, 2021

The regular meeting of the Little Falls Public Library Board of Trustees was called to order at 6:58 PM, Ms. Anne Kahwaty presiding.

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

Absent: Tracey Marinelli

A motion was made by Ms. Hablitz, seconded by Ms. Friedrich, to accept the Minutes of the May 13, 2021 meeting. Discussion: None. The motion passed on a voice vote.

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

A motion to accept the Financial Report for May was made by Mr. Zurbruegg, seconded by Ms. Frommer. Discussion: FICA/PERS: A big chunk of this has been paid. We are getting money from Little Falls Township in a timely manner. Insurance: \$7,000 will be paid in September for Workers Comp. Professional: pay to sign off on audit. On a roll call all reports were approved and the motion passed.

A motion was made by Ms. Meletta, seconded by Ms. Friedrich, to approve the bills for the month of May, subject to the availability of funds. Discussion: Ariana will be coming back for the summer and will be paid. Phil is an unpaid volunteer. On a roll call the motion passed.

A motion was made by Ms. Frommer, seconded by Ms. Hablitz, 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. Friedrich, seconded by Ms. Miller, to accept the Director's Report. Discussion: Lots of information was obtained from the NJLA annual conference. The Summer Reading program will be a combination of outdoor and virtual programs. Not sure about the Fall programs coming inside the library because of the young children not being vaccinated yet. Other programs will be virtual and outside. The outside trim paint job turned out great. New bookmarks were handed out at the library's birthday party to announce the new website. We will have a table at the July 13<sup>th</sup> Block Party. The Friends Group made \$510.00 on the clothing drive. Volunteers are needed for the Book Sale; also plastic and paper bags. Will need help going through the books from June 18<sup>th</sup> until the day of the sale. We will donate what is left over. Ms. Hablitz suggested that we should ask people to bring their own bags. Friends members will be at the library table at the Farmers Market to promote their group. 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: The outside metal trim was painted. Going tomorrow morning to purchase plants for outside. We will ask Holmes to cut the grass before Saturday, then not come on Monday.

Policy and Planning: Ms. Kahwaty, Ms. Friedrich, Ms. Frommer: The policy on programming will be reviewed over the summer. COVID Phase 3A: Need to add the following to our policy: Children under the age of 12 must wear a face covering during inside and outside programs. A motion to accept this addition to the COVID Phase 3A policy was made by Ms. Miller, seconded by Ms. Friedrich. On a roll call the motion passed.

Human Resources: Ms. Kahwaty, Ms. Miller, Mr. Zurbruegg: We will go over job descriptions this summer.

School and Outreach: Ms. Marinelli, Ms. Kahwaty, Ms. Friedrich, Mr. Zurbruegg: Farmers Market schedule has been set up. The library has a tent, table and three chairs. The staff member brings paperwork for the table plus the tent, table and chairs, if necessary. Hours are 10 AM to 1 PM. Bring your own water.

Friends: Ms. Friedrich: Tom Kazmark is the new President. Other positions have not been filled yet.

Arts and Culture: Ms. Kahwaty, Ms. Miller, Ms. Friedrich, Mr. Zurbruegg: Did a Zoom call with a staff member at the Clifton Library about an Arts and Culture program: dance, art, food, invited people to tell stories, artwork submitted. Linda will look further into this. We can use the Civic Center for future programs. Looking at a start date of January 2022.

## CORRESPONDENCE:

We will give Tricia her present as soon as she is available. Need to get a card and a \$50.00 gift for Bonnie, perhaps a blanket or a scarf.

## OLD BUSINESS:

Basement Conference Room – Fire Inspector: Mr. DiMaria says we are within the code. Capacity is fifteen people. We need to replace the carpet, paint the walls, take out the refrigerator, put in a counter. Work will be cosmetic, not structural. Also need to replace accordion door with a regular door. Space will not be ADA accessible. Suitable for middle school children and up.

Revised cleaning contract quotes: \$1,285 for four times a week; \$995 for three times a week. CARES money runs out the end of June. We have enough money for the maximum of five days a week.

Update on FEMA reimbursement for COVID PPE: We are getting reimbursed.

Website: We all agreed that Jeremy did a great job. The new website will be up tentatively on June 21<sup>st</sup>.

PALS/PLUS Fines: No information yet.

Chipotle Fundraiser: Will be this Saturday, June 12<sup>th</sup> from 4PM to 8PM. You need to bring a flyer with you. In the future when we do these fundraisers we should take some flyers to the Rec Center.

Refrigerator: We got the \$550 model for just \$450 from Best Buy. We need to see if the outlets will work without turning off anything else.

**NEW BUSINESS:**

Annual Audit: In progress now.

Little Free Library installed at Amity Park: This is our fourth one.

Proposed Revised Budget: We bought four computers; the Township is paying for one. We need to move \$1,000 from Programming to Computers. A motion to move \$1,000 from Programming to Computers was made by Mr. Zurbruegg, seconded by Ms. Hablitz. On a roll call the motion passed. We will be reimbursed \$3,500 from FEMA.

**OTHER BUSINESS:**

We will review the Capital Plan in September for Conference Room improvements. Mr. DiMaria says we can support an elevator. The monthly NJLA Trustee Meeting on June 17<sup>th</sup> will be virtual.

The June 10, 2021 Little Falls Public Library Board of Trustees meeting was adjourned sine die at 8:51 PM. Ms. Kristin Blumberg took the Chair.

**LITTLE FALLS PUBLIC LIBRARY BOARD OF TRUSTEES 2021 REORGANIZATION MEETING**

The Chair asked for nominations for President. Ms. Anne Kahwaty was nominated by Mr. Zurbruegg. The nomination was seconded by Ms. Friedrich. There being no further nominations, the nominations for President were closed.

The Chair asked for nominations for Vice-President/Secretary. Ms. Carol Miller was nominated by Ms. Kahwaty. The nomination was seconded by Ms. Hablitz. There being no further nominations, the nominations for Vice-President/Secretary were closed.

The Chair asked for nominations for Treasurer. Mr. Adam Zurbruegg was nominated by Ms. Kahwaty. The nomination was seconded by Ms. Friedrich. There being no further nominations, the nominations for Treasurer were closed.

A motion was made by Ms. Friedrich, seconded by Ms. Hablitz, to approve the nominations. There was no discussion. On a roll call, the Board being unanimous, the Chair cast a single ballot electing the entire slate.

Ms. Anne Kahwaty, President, assumed the Chair at 8:54 PM.

Banks and Accounts: Ms. Kahwaty made a motion naming Lakeland Bank as the location of the library's accounts in 2021. Ms. Hablitz seconded the motion, which passed unanimously on a roll call.

Attorney: Ms. Hablitz made a motion naming Mr. Michael Cerone as the attorney for the library's legal assistance in 2021. Ms. Miller seconded the motion, which passed unanimously on a roll call.

Auditor: Ms. Hablitz made a motion naming the independent auditing firm of Weikotz and Co. as the auditor for the library in 2021. Mr. Zurbruegg seconded the motion, which passed unanimously on a roll call.

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

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

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

Policy and Planning: Ms. Kahwaty, Ms. Friedrich, Ms. Frommer, Ms. Meletta

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

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

Friends: Ms. Friedrich, Ms. Meletta

Arts and Culture: Ms. Kahwaty, Ms. Miller, Ms. Friedrich, Mr. Zurbruegg

Mayor's Alternate: Ms. Christine Hablitz

School Superintendent's Alternate: Ms. Shana Opdenberg

There being no further business, a motion was made by Ms. Hablitz, seconded by Ms. Frommer, to adjourn the meeting. The meeting adjourned at 8:57 PM. The next regular meeting will be Thursday, September 9, 2021 at 7:00 PM.

Respectfully submitted,

Carol Miller, Vice-President/Secretary