

Little Falls Public Library Board of Trustees

Regular Meeting Minutes

November 12, 2020

The regular meeting of the Little Falls Public Library Board of Trustees, via a virtual Zoom meeting, was called to order at 7:02 PM, Ms. Anne Kahwaty presiding.

Present: Anne Kahwaty, Carol Miller, Adam Zurbruegg, Bonnie Nolan, Joyce Frommer, Nancy Friedrich, Tracey Marinelli, Christine Hablitz, Kristin Blumberg

Absent: Patricia Toomey

A motion was made by Ms. Frommer, seconded by Ms. Hablitz, to accept the Minutes of the October 8, 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. Frommer, seconded by Mr. Zurbruegg, to close the meeting to the public.

Discussion: None. The motion passed on a voice vote.

A motion to accept the Financial Report for October was made by Ms. Friedrich, seconded by Ms. Frommer. Discussion: Ms. Kahwaty said that we will be discussing moving funds later during the meeting to pay for various expenses. On a roll call all reports were approved and the motion passed.

A motion was made by Mr. Zurbruegg, seconded by Ms. Frommer, to approve the bills for October, subject to the availability of funds. Discussion: Ms. Blumberg has started submitting COVID expenses to the Township. We are approved for the next part of FEMA funds application. If we get final approval, we receive \$2,700. On a roll call the motion passed.

A motion was made by Mr. Zurbruegg, seconded by Ms. Miller, to pay the salaries for the month of November, 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. Marinelli, to accept the Director's Report. Discussion: Ms. Kahwaty said that she and Linda manned a table at the Farmer's Market in October and five patrons signed up for library cards. Also some volunteers came forward at the Market and said they would like to start a knitting group at the library when COVID is over. Ms. Nolan was disappointed that only three people attended the virtual Book Club last month. Mr. Zurbruegg wanted clarification of what is a troublesome patron. Ms. Blumberg said that the problem right now is mostly about wearing masks. The motion passed on a voice vote.

COMMITTEE REPORTS

Executive: Ms. Kahwaty, Ms. Miller, Mr. Zurbruegg: Ms. Blumberg had to reach out to the Little Falls Police for assistance with a patron with mask issues. Staff raises: See report under Human Resources.

Building and Grounds: Ms. Kahwaty, Ms. Miller, Ms. Friedrich: Fall decorations are displayed outside the front of the library. The poinsettias will be picked up on Monday, November 23rd. Jennifer will be doing the holiday decorations. We received a proposal from Holmes Landscaping to level the front lawn near the tree. We will not be doing that work right now.

Policy and Planning: Ms. Kahwaty, Ms. Friedrich, Ms. Frommer: No updates.

Human Resources: Ms. Kahwaty, Ms. Miller, Mr. Zurbruegg: The committee will be meeting in the next few weeks to do the Director's annual review and also to discuss raises for the entire staff.

School and Outreach: Ms. Marinelli, Ms. Kahwaty, Ms. Friedrich, Mr. Zurbruegg: There will be a presentation about the library and the Friends group at Talk A Latte via Zoom on Tuesday, November 17th at 7:00 PM with Superintendent Marinelli.

Friends: Ms. Friedrich: The Book Sale is set for Friday, November 13th and Saturday, November 14th outside under the library's overhang. Students from Montclair State will be moving books from downstairs to outside. There will be books for adults and for children.

CORRESPONDENCE

Ms. Blumberg reported that this afternoon she received a letter of resignation from the Library Board from Ms. Toomey. After serving this Board for eleven years she is resigning due to personal circumstances. Ms. Nolan said that she was an invaluable Board member and did a wonderful job. Ms. Miller listed all of her accomplishments on the Board and said that she will be greatly missed. We all wish her well.

OLD BUSINESS

Approval to pay 2019 PERS debt of \$14,166.00 to Township in December: We will pay that next month.

Revised Budget - movement of monies: Expenses we forgot to include last month are lawn maintenance, the dumbwaiter and the sprinkler system. CARES Act will only pay for the increase in cleaning, not the whole bill. Ms. Blumberg will revise it for the next two months.

Home Delivery Service: We are still looking for a driver.

PALS/PLUS Credit Cards: Has not been approved yet.

Virtual Trustees Meeting on November 17th at 2PM: Let Ms. Blumberg know if you want to attend.

NEW BUSINESS

2021 Board Meetings and Holiday Dates: Next year's November Board meeting will be on Wednesday, November 10th due to Veterans Day on Thursday, November 11th.

Ms. Frommer asked what needs to be in place in case of another lockdown due to COVID. Ms. Blumberg said that we will have a statement ready concerning curbside pickup, reducing hours and reducing staff.

OTHER BUSINESS

Survey for Story Time: Parents do not want to do Zoom story time. They said that the young children won't sit that long and parents are exhausted with virtual learning. Children are getting a lot of screen time already.

Ms. Friedrich suggested an active Zoom event for children, such as yoga for kids.

Ms. Miller asked about having virtual author events. Ms. Blumberg said there is no interest in that right now.

Ms. Miller asked about the holiday luncheon for the staff. We have budgeted \$200 for this. Ms. Marinelli said that Shop Rite now does pre-wrapped boxed lunches.

Mr. Zurbruegg stated that there is a link on the library's website for a program on the Current State of Cyber Crime presented by the State of New Jersey at 7PM on December 8th.

There being no further business, a motion was made by Ms. Frommer, seconded by Ms. Marinelli, to adjourn the meeting. Motion passed. The meeting was adjourned at 7:35 PM. The next meeting will be Thursday, December 10th at 7:00 PM, via Zoom.

Respectfully submitted,

Carol Miller, Vice-President/Secretary