

## Little Falls Public Library Board of Trustees

### Regular Meeting Minutes

October 8, 2020

The regular meeting of the Little Falls Public Library Board of Trustees, via a virtual Zoom meeting, was called to order at 7:03 PM, Ms. Anne Kahwaty presiding.

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

Absent: Patricia Toomey, Tracey Marinelli

A motion was made by Ms. Frommer, seconded by Ms. Kahwaty, to accept the Minutes of the September 10, 2020 meeting. Discussion: Ms. Friedrich will be the liaison for the Friends group instead of Ms. Kahwaty. The correction will be made. Ms. Frommer asked where the Minutes are on the library's website. Ms. Blumberg said they are listed under Trustees. 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. The motion passed on a voice vote. Discussion: None. A motion was made by Ms. Friedrich, 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 September was made by Ms. Frommer, seconded by Ms. Friedrich. Discussion: We are in good shape; not much in the way of expenses, but not a lot of income either. On a roll call all reports were approved and the motion passed.

A motion was made by Mr. Zurbruegg, seconded by Ms. Friedrich, to approve the bills for September, subject to the availability of funds. Discussion: Ms. Blumberg stated that, starting with the September bill, the Township will be paying the COVID-related cleaning expenses incurred by MAD Cleaning, due to the provisions of the CARES Act. A motion was made by Ms. Friedrich, seconded by Ms. Frommer, to accept the bills as amended (without the MAD Cleaning bill). On a roll call the motion passed.

A motion was made by Ms. Miller, seconded by Ms. Friedrich, to pay the salaries for the month of October, 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 Mr. Zurbruegg, seconded by Ms. Friedrich, to accept the Director's report. Discussion: The one third mil figure is \$566,172, not \$556,172. Stats are down; kids are back in school. Ms. Miller inquired why e-books are down. Suggestion was made that people are working and helping their kids with their work and don't want to be at their computer screens all day. Ms. Kahwaty said that the table at the Farmer's Market was well-

received. Lots of kids signed up and got library cards. We will do this again later this month. The market will be open until November 1<sup>st</sup>.

## COMMITTEE REPORTS

Executive: Ms. Kahwaty, Ms. Miller, Mr. Zurbruegg: The committee met on September 23<sup>rd</sup> to go over budget options to pay for the cleaning service. We don't need to amend the budget now since the CARES Act will pay for this.

Building and Grounds: Ms. Kahwaty, Ms. Miller, Ms. Friedrich: Ms. Kahwaty said that the front entrance will be enhanced for the Fall with cornstalks, flowers, etc. We will pay for this out of the Programs budget line. We need to look into the problem of the tree roots on the front lawn. Ms. Miller asked when the sprinkler system will be turned off. Ms. Blumberg said that that will happen on October 15<sup>th</sup>.

Policy and Planning: Ms. Kahwaty, Ms. Friedrich, Ms. Frommer: Ms. Kahwaty said that Linda is doing a great job; the staff is coming up with ideas for programs.

Human Resources: Ms. Kahwaty, Ms. Miller, Mr. Zurbruegg: No report.

School and Outreach: Ms. Marinelli, Ms. Kahwaty, Ms. Friedrich, Mr. Zurbruegg: Ms. Marinelli will be having a Talk- a-Latte at 7PM on November 17<sup>th</sup>. Ms. Blumberg and Linda will be participating, talking about programs at the library and also about the Friends group. The part-time bus driver for the Little Falls schools is interested in delivering books for the library. Hopefully this will be ready by November.

Friends: Ms. Friedrich: The President of the group will not be returning; she is having a baby. No date has been set yet for the used book sale being held outside at the library. Planning is underway for a clothing drive. There were not a lot of members at the last meeting. The group needs new people to step up.

CORRESPONDENCE: None.

## OLD BUSINESS:

Proposed revised budget to accommodate cleaning service: We don't need to revise the budget at this time due to the CARES Act.

New Jersey Trustees Virtual Seminar: Being held on Saturday, October 17<sup>th</sup>. Let Ms. Blumberg know if you are interested.

## NEW BUSINESS:

Indoor Story Times: There was a discussion about whether Linda should do virtual programs or hold story time inside. Ms. Miller questioned whether it would be safe to have it inside. Outside got a big crowd; inside the number would be limited. Ms. Friedrich suggested doing it inside within a shorter time period. The crafts would be take-home crafts. Ms. Miller suggested that Linda ask the parents what they are comfortable with; would they attend indoors. Ms. Blumberg will talk to Linda about reaching out to the parents.

PALS/PLUS Taking Credit Cards for Fines and Fees: There are two options, A and B. Patrons are more willing to pay their fees if they can use credit cards. They now will be able to pay on-line. Option A: Patron pays more. Option B: Library pays more. Site is secure; security layer is included with the fee. Mr. Zurbruegg asked if we should pass on the fee to the patron (50 cents charge).

#### OTHER BUSINESS:

Our next Board meeting on November 12<sup>th</sup> will be via Zoom. Ms. Miller asked about the PALS/PLUS delivery system. Ms. Blumberg stated that it will be up and running again on October 19<sup>th</sup>.

There being no further business, a motion was made by Ms. Frommer, seconded by Ms. Friedrich, to adjourn the meeting. Motion passed. The meeting was adjourned at 7:50 PM. The next meeting will be Thursday, November 12, 2020 at 7:00 PM, via Zoom.

Respectfully submitted,

Carol Miller, Vice-President/Secretary'