

Little Falls Public Library Board of Trustees

Regular Meeting Minutes

October 14, 2021

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

Present: Anne Kahwaty, Carol Miller, Adam Zurbruegg, Joyce Frommer, Nancy Friedrich, Juliann Meletta, Peter Tomasi, Tracey Marinelli, Kristin Blumberg.

Absent: Christine Hablitz

A motion was made by Ms. Frommer, seconded by Ms. Zurbruegg, to accept the Minutes of the September 9, 2021 meeting. Discussion: None. The motion passed on a voice vote.

A motion was made by Ms. Marinelli, seconded by Mr. Zurbruegg, to open the meeting to the public. Discussion: None. A motion was made by Ms. Frommer, seconded by Ms. Meletta, 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 September was made by Ms. Friedrich, seconded by Ms. Frommer. Discussion: None. On a roll call all reports were approved and the motion passed.

A motion was made by Ms. Marinelli, seconded by Ms. Meletta, to approve the bills for the month of September 2021, subject to the availability of funds, for payment. Discussion: SCPC: Bill for the Backyard Birds program for \$50. On a roll call the motion passed.

A motion was made by Ms. Frommer, seconded by Ms. Marinelli, 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: Lorena has resigned. Jennifer returned early from her FMLA on September 16th. Our budget for next year will be \$594,272, which is up \$28,100 from this year. Since we have now approved the Minutes of the September 2021 meeting, we will need to go to Lakeland Bank and sign new cards. Leo is our new mascot. Linda did storytime with him. Our new programs did well. Yoga has ten people again. In October there will be a Medicare workshop, a Bird Watching program and Halloween storytime. The Conference Room has been painted. Akaway is the least expensive carpet estimate. Also includes a ten-year warranty. We are getting quotes for the laptop computers. An ad was placed for ESL volunteers. Eight people are interested. School #1 classes are coming in again. Kristin attended the Fall Festival with Mr. Zurbruegg. Mr. Zurbruegg will also be at the Farmers Market on October 24th with Jeremy. Linda will be doing pumpkin painting. We are sending books to the Verona library for the Caldwell library patrons due to flooding at the Caldwell library. Other libraries are also doing that for them. The application for the State Procurement card is in. We had to send in two years of audits.

COMMITTEE REPORTS:

Executive: Ms. Kahwaty, Ms. Miller, Mr. Zurbruegg: No report.

Building and Grounds: Ms. Kahwaty, Ms. Miller, Ms. Friedrich: Things are moving along in the Conference Room. The carpet has been ordered. We are getting quotes for some cabinets and plumbing work; also getting quotes for the tech equipment.

Policy and Planning: Ms. Kahwaty, Ms. Friedrich, Ms. Frommer, Ms. Meletta: The programming policy has been sent to the committee. They will meet in November.

Human Resources: Ms. Kahwaty, Ms. Miller, Mr. Zurbruegg: Patrons are wearing masks.

School and Outreach: Ms. Marinelli, Ms. Kahwaty, Ms. Friedrich, Mr. Zurbruegg: We will look at the COVID numbers and then plan for the winter months. School #1 ranked #56 out of 750 schools in New Jersey, as quoted in US Weekly. School #3 ranked 72 out of 1,370 schools. School #1's website was ranked #1 in the State of New Jersey. A banner will be hung in town announcing that news for School #1. Approval letters for the referendum in December were received.

Friends: Ms. Friedrich, Ms. Meletta: Tom, the new President, has some ideas for fundraisers. The next Book Sale will be in the Spring. Kristin gave them our library wish list. She will send this list to our Board members, too.

Arts and Culture: Ms. Kahwaty, Ms. Miller, Ms. Friedrich, Mr. Zurbruegg: We are waiting to see what to do while we still are dealing with COVID. We will have a meeting early next year.

CORRESPONDENCE:

None.

OLD BUSINESS:

The Bank Resolution is signed and completed. When we go to the bank to sign the cards we need to have a photo ID and wear a mask.

The Procurement card is in process; we are waiting to hear.

FEMA reimbursement was received (about \$3,600).

NEW BUSINESS:

Revision of Budget to accommodate for ARPA grant: In 2021 we will purchase a laptop for \$2,000, three desktop computers for \$4,500 and training for ESL tutors for \$500, for a total of \$7,000. In order to do this we will take \$3,000 out of Programming, \$3,500 out of Operating and \$500 out of Programming in our budget. For the remaining \$7,116, that amount will be taken out of next year's budget. A motion was made by Ms. Marinelli, seconded by Ms. Friedrich, to accept the revised budget for 2021 to accommodate the ARPA grant. On a roll call the motion passed.

OTHER BUSINESS:

Trustee Workshops will be held on November 11th and December 9th.

There being no further business, a motion was made by Ms. Frommer, seconded by Ms. Marinelli, to adjourn the meeting. The meeting adjourned at 7:34 PM. Due to the library being closed on November 11th for Veterans Day, the next regular meeting will be Wednesday, November 10, 2021 at 7:00 PM.

Respectfully submitted,

Carol Miller, Vice-President/Secretary