

Little Falls Public Library Board of Trustees

Regular Meeting Minutes

September 10, 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. Anne Kahwaty presiding.

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

Absent: Patricia Toomey, Tanya Seber.

A motion was made by Ms. Friedrich, seconded by Ms. Frommer, to accept the Minutes of the June 11, 2020 regular meeting and subsequent reorganization meeting. Discussion: Ms. Kahwaty's name was inadvertently omitted from the Policy and Planning committee. The correction has been made in these Minutes.

A motion was made by Ms. Marinelli, 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 Ms. Frommer, to close the meeting to the public. Discussion: None. The motion passed on a voice vote.

A motion to accept the Financial Reports for the months of June, July and August was made by Ms. Miller, seconded by Ms. Marinelli. Discussion: Our budget is at 91% for Maintenance due to COVID cleaning. We will need to pull monies from additional lines. We will need \$5,900 for cleaning for the end of the year plus an additional \$5,000 for landscaping, exterminating and dumbwaiter maintenance. Mr. Zurbruegg asked if our fiscal year is the same as the calendar year. Ms. Blumberg replied yes. On a roll call all reports were approved and the motion passed.

A motion was made by Ms. Friedrich, seconded by Mr. Zurbruegg, to approve the bills for the months of June, July and August, subject to the availability of funds. Discussion: There are lots of books on back-order. Several Baker and Taylor bills are now coming in. On a roll call the motion passed.

A motion was made by Ms. Frommer, seconded by Ms. Friedrich, to pay the salaries for the month of September, in advance of the next Board meeting, subject to the availability of funds. Discussion: Mr. Zurbruegg asked if we are replacing Carol, our circulation clerk, who has resigned. Ms. Blumberg replied that no, other employees are stepping up to fill in the position. On a roll call the motion passed.

DIRECTOR'S REPORT

A motion was made by Ms. Marinelli, seconded by Ms. Miller, to accept the Directors report. Discussion: Ms. Frommer asked why other libraries are not open yet. Ms. Blumberg replied that most are still waiting for Plexiglass. Ms. Kahwaty stated that Ms.

Blumberg is tracking our COVID-related expenses and has applied for a FEMA grant for them. We have heard nothing yet. Ms. Kahwaty praised the great job done by Linda and Jeremy on the summer programs. She also congratulated Ms. Blumberg and the rest of the staff for doing so well this summer. The motion passed on a voice vote.

COMMITTEE REPORTS

Executive: Ms. Kahwaty, Ms. Miller, Mr. Zurbruegg: Will be meeting in October or November to go over our budget.

Building and Grounds: Ms. Kahwaty, Ms. Miller, Ms. Friedrich: Trees were trimmed by Holmes Landscaping. Ms. Kahwaty and Ms. Blumberg looked over landscaping costs and found them in line with normal expenses.

Policy and Planning: Ms. Kahwaty, Ms. Friedrich, Ms. Frommer: Library is off-limits for loitering. After discussion, a motion was made by Mr. Zurbruegg, seconded by Ms. Frommer, to accept the amended COVID-19 policy (Phase II). On a roll call the motion passed. Minutes of our Board meetings will now be posted on the library's website. No videos will be posted.

Human Resources: Ms. Kahwaty, Ms. Miller, Mr. Zurbruegg: There is no plan at the present time to replace Carol Chase, who resigned her position at the front desk.

School and Outreach: Ms. Marinelli, Ms. Kahwaty, Ms. Friedrich, Mr. Zurbruegg: Parents have been notified about the library's COVID-19 policy. The library will be having a table on Sunday, September 13th at the Farmer's Market from 9AM to 2PM. The library will be a pick-up site for the map for the town-wide Garage Sale on Saturday, September 12th. A plan is being worked on for a delivery service for home-bound residents and day care centers. Books would be dropped off and picked up, prepared by the library staff, once a month for a few hours. Looking into getting a Township driver and car, with Township insurance. Friends group may help pay.

Friends: Ms. Kahwaty: There have been no meetings due to COVID-19. A sympathy card will be sent to the family of Karen Lichtenberg who passed away unexpectedly last week.

CORRESPONDENCE: None

OLD BUSINESS:

Audit completed: No recommendations; everything is good.

Little Free Library installed at Suchorsky Park: Made by a former Little Falls resident, this is the prettiest one so far. Our next one will be put at the Rec Center when the work there is completed.

Minutes on website: Minutes now being posted, starting with June 2020.

NEW BUSINESS:

New bank resolutions: Once all resolutions are signed, each Trustee must make an appointment to go to Lakeland Bank to sign new cards. A motion was made by Mr. Zurbruegg, seconded by Ms. Marinelli, to approve the Resolution to change authorized signatories for the Little Falls Public Library's government checking account, with interest, with Lakeland Bank. On a roll call the motion passed. A motion was made by Mr. Zurbruegg, seconded by Ms. Miller, to approve the Resolution to change authorized signatories to the money market account of the Little Falls Public Library with Lakeland Bank. On a roll call the motion passed. A motion was made by Mr. Zurbruegg, seconded by Ms. Frommer, to approve the Resolution to change authorized signatories for the Little Falls Public Library's government checking account with Lakeland Bank. On a roll call the motion passed.

Revisions to Budget: Ms. Blumberg will email the Executive Committee when the revisions are done and then the committee will meet.

Home Delivery of Books to Town: Discussed above in School and Outreach Committee.

Quarterly Funds Received: Now in budget.

NJ Trustees Virtual Trustees Seminar: Saturday, October 17th from 9AM to 1PM. \$25 cost for entire Board. Ms. Kahwaty and Mr. Zurbruegg are planning to attend.

OTHER BUSINESS:

NJLTA Annual meeting is Saturday, September 12th from 10:30 AM to 12:30 PM.

Ms. Frommer stated that it is hard to navigate our website on a cellphone; very tiny. Ms. Blumberg said that there is a button on our website called mobile site that when pushed will make it bigger. She will talk to the webmaster about this. Ms. Kahwaty said we should look at making changes to the website next year.

Ms. Marinelli stated that parents are not well aware of the Friends group and need to make it more visible to them. Perhaps members could come to school events and promote the group. Ms. Blumberg will reach out to the president of the Friends about this.

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 7:53 PM. The next meeting will be Thursday, October 8, 2020 at 7:00 PM, via Zoom.

Respectfully submitted,

Carol Miller, Vice-President/Secretary