

Little Falls Public Library Board of Trustees

Regular Meeting Minutes

September 9, 2021

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, Joyce Frommer, Peter Tomasi, Christine Hablitz, Kristin Blumberg. Nancy Friedrich arrived at 7:06 PM.

Absent: Juliann Meletta, Tracey Marinelli

A motion was made by Ms. Frommer, seconded by Ms. Hablitz, to accept the Minutes of the June 10, 2021 and July 26, 2021 meetings. Discussion: None. The motion passed on a voice vote.

A motion was made by Ms. Hablitz, seconded by Ms. Frommer, to open the meeting to the public. Discussion: None. A motion was made by Mr. Tomasi, 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 Mr. Zurbruegg, seconded by Ms. Friedrich. Discussion: The hard drive in the security cameras had to be replaced. We paid Workers Comp in September. On a roll call all reports were approved and the motion passed.

A motion was made by Ms. Frommer, seconded by Mr. Tomasi, to approve the bills for the months of June, July and August, subject to the availability of funds. Discussion: Ms. Kahwaty said that we will be looking for the continuation of CARES Act funds for PPE; it has been extended to the end of the year. We will get the Township to reimburse us; we are waiting to hear. On a roll call the motion passed.

A motion was made by Ms. Hablitz, seconded by Mr. Zurbruegg, to pay the salaries for the month of September, 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. Frommer, seconded by Ms. Miller, to accept the Director's Report. Discussion: Riya resigned from the Circ Desk. Alyssa took over her duties. Danielle had her baby. Jennifer is out on Family Leave; she will be back November 1st. She may come back early if all goes well. We have two COVID cases among our staff. Summer Reading Program is over; it was lots of fun. Baby Welcome Bags are being given away. We are offering cake pans and other items to borrow. Yoga will be starting up next week. We had water in the basement after Tropical Storm Henri. We found a split in the sidewalk near the building. Ron Campbell from the DPW filled it in with caulk. We have been awarded the grant. We will be getting three new laptops, hardware and software to support the ESL program. We will begin advertising this program once everything is in place. The Chipotle fundraiser made \$146.88. The Friends Group made a profit of \$750 from the Book Sale. Tom Kazmark is their new president. Linda and Kristin had a storytime at the Rec Center. Joe and Jeremy volunteered at the

PALS/PLUS table at the Passaic County Fair. Mr. Zurbruegg and Kristin will be at the Fall Festival from 1 to 4 PM on Sunday, October 10th. 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 grass is coming in where the tree used to be. FEMA will be at the Civic Center for the next several weeks. The parking lot may be fuller than usual because of that.

Policy and Planning: Ms. Kahwaty, Ms. Friedrich, Ms. Frommer, Ms. Meletta: The committee didn't meet during the summer to discuss the Programming policy.

Human Resources: Ms. Kahwaty, Ms. Miller, Mr. Zurbruegg: We will be looking at job descriptions soon.

School and Outreach: Ms. Marinelli, Ms. Kahwaty, Ms. Friedrich, Mr. Zurbruegg: School started on September 8th; the students haven't come into the library yet. The Creamery attended our end of Summer Reading Program. We will do cross social media posts with them; he will post library info on his website.

Friends: Ms. Friedrich, Ms. Meletta: Tom Kazmark is the new president. The Wish List for the library will be updated by the group.

Arts and Culture: Ms. Kahwaty, Ms. Miller, Ms. Friedrich, Mr. Zurbruegg: After the new year we will see how things are with COVID. We will plan on a monthly basis then.

CORRESPONDENCE:

Ms. Miller said that Tricia's good-bye gift and card has not been picked up. We also need to get a gift for Ms. Nolan.

OLD BUSINESS:

The audit is completed. Everything is good; no recommendations,

Revised Capital Plan for basement conference room renovation: \$10,000 – includes cabinets, paint, carpeting, security camera. We should take money for the elevator out of the Plan; we don't really need it. In January 2022 we will review the Capital Plan Budget. A motion to accept the changes to the Capital Plan was made by Ms. Frommer, seconded by Ms. Miller. On a roll call the motion passed.

Review Quotes for Painting and Carpeting for the Basement: Decision was made to hire Certa-Pro. Quote is \$1,225. Carpeting: Upon reviewing the three quotes, it was decided to get another quote and find one with a warranty. Ms. Miller asked what company had done the carpet tiles for the library a few years ago. She said they were located in Bergen County. Ms. Blumberg will find out.

NEW BUSINESS:

New Bank Resolution for Checking Account: A motion to accept the Resolution to change the authorized signatories for the Little Falls Public Library's government checking account with Lakeland Bank was made by Mr. Zurbruegg, seconded by Ms. Frommer. On a roll call the motion passed.

Resolution for State Procurement Card: This will be for vendors who only accept credit cards. \$1,000 per transaction. Ms. Blumberg is the sole authority for this card. Credit limit is \$6,000. Mr. Zurbruegg asked if payment will be listed on Bills list each month. Ms. Kahwaty said that the bill will itemize all expenses for audit purposes so that it doesn't get abused. Ms. Blumberg will be the sole user of the card which is issued by the State. A motion to accept the Resolution authorizing the use of a procurement card was made by Mr. Tomasi, seconded by Mr. Zurbruegg. On a roll call the motion passed. It should take about six months to receive this card.

Dates for Monthly Trustee Workshops: September 9th, October 14th, November 11th, December 9th.

OTHER BUSINESS:

A check from FEMA for \$3,627.16 was received for COVID expenses not covered through the CARES Act.

Mr. Zurbruegg asked if we could put information on our outdoor sign for people who do not have the internet. Ms. Miller said that we were told that only library info could be put on that sign. Ms. Blumberg said that yes, that was the decision of the Planning Board. Ms. Kahwaty said that we should put out info for the public in a visible place. Mr. Zurbruegg suggested that we let people know that they can sign up for emergency information. Ms. Kahwaty said that we could include that information on a bookmark (how to sign up for Township information) and have these bookmarks available to the public. Ms. Kahwaty would like Jeremy to create a section on the Stats Report for Social Media hits.

There being no further business, a motion was made by Ms. Hablitz, seconded by Ms. Frommer, to adjourn the meeting. The meeting adjourned at 8:05 PM. The next regular meeting will be Thursday, October 14, 2021 at 7:00 PM.

Respectfully submitted,

Carol Miller, Vice-President/Secretary