

Little Falls Public Library Board of Trustees

Regular Meeting Minutes

January 12, 2023

The regular meeting of the Little Falls Public Library Board of Trustees was called to order at 7:05 PM, Ms. Anne Kahwaty presiding.

Present: Anne Kahwaty, Carol Miller, Adam Zurbruegg, Nancy Friedrich, Peter Tomasi, Casey Fronzuto, Shana Opdenberg, Jennifer Cole

Absent: Joyce Frommer, Christine Hablitz

A motion was made by Ms. Opdenberg, seconded by Mr. Zurbruegg, to accept the Minutes of the December 8, 2022 regular meeting. Discussion: None. The motion passed on a voice vote.

A motion was made by Mr. Zurbruegg, seconded by Ms. Fronzuto, to open the meeting to the public. Discussion: None. A motion was made by Ms. Opdenberg, seconded by Mr. Zurbruegg, to close the meeting to the public. Discussion: None. The motions passed on a voice vote.

A motion to accept the Financial Report for the month of December 2022 was made by Mr. Tomasi, seconded by Ms. Friedrich. Discussion: Ms. Kahwaty said that we have approximately \$55,000 available at the end of 2022. This includes the \$10,000 we received from FEMA and is also due to the MLS position being vacant for a large part of the year. Benefits for employees are expected to go up twenty percent this year. We will be getting an additional \$57,000 from the Township and the State for 2023. On a roll call the motion passed.

A motion was made by Ms. Opdenberg, seconded by Ms. Friedrich, to approve the bills for the month of December 2022 for payment, subject to the availability of funds. Discussion: Ivy Gomere: \$350 - African craft program. Overdrive, Inc: \$766.47 - Libby. On a roll call the motion passed.

A motion was made by Ms. Friedrich, seconded by Mr. Zurbruegg, to pay the salaries for the month of January 2023, in advance of the next Board meeting, subject to the availability of funds. Discussion: We are looking to fill the Adult Services position as soon as possible. On a roll call the motion passed.

DIRECTOR'S REPORT

A motion was made by Ms. Friedrich, seconded by Mr. Tomasi, to accept the Director's Report. Discussion: The staff has signed up for various PALS/PLUS committees. Stephen Bloshuk is no longer employed at the library. Jennifer will be looking to replace him with someone with an MLS and three years of library experience or someone studying for their MLS degree plus experience. Linda will be attending a webinar on Youth Mental Health. We received the final payment from FEMA in the amount of \$3,627.16. Bernardine is doing another craft this month. Linda and Matt are at the Fine Grind tonight for Trivia night. We will be having a vision board craft workshop. Teen Advisory Board is meeting. Ms. Kahwaty asked if maybe they could help clean out the magazine room. There will be a Seeing Eye of Morristown program with the Girl Scouts. Also pajama storytime; D&D. The library is

offering a free website for people studying for their driving license and other DMV tests. A corroded wire was discovered in the basement heating system and replaced. On a roll call the motion passed.

#### COMMITTEE REPORTS

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

Buildings and Grounds: Ms. Kahwaty, Ms. Miller, Ms. Friedrich: Contractors are coming in to give us quotes for the backroom and updating the kitchen area. We are going to replace the magazine shelves with display cases. We are looking to replace the front door sign. Someone is coming in on January 17<sup>th</sup> to take a look at it. Ms. Miller asked about the concrete in the front sidewalk, which needs to be fixed. Ms. Kahwaty said she will look into that. One possibility would be to sell engraved bricks.

Policy and Planning: Ms. Kahwaty, Ms. Friedrich, Ms. Frommer: Committee will meet at the end of January to finalize Conference Room policy. Will be reviewing Personnel Policy this year. Also working on the Book Banning policy.

Human Resources: Ms. Kahwaty, Ms. Miller, Mr. Zurbruegg: Committee recommended staff raises for 2023. A motion was made by Ms. Opdenberg, seconded by Ms. Fronzuto, to accept the recommended payroll raises for 2023, retroactive to January 1, 2023. On a roll call the motion passed.

School and Outreach: Ms. Marinelli, Ms. Kahwaty, Ms. Friedrich, Mr. Zurbruegg: Ms. Kahwaty said that the library will try to partner with the Township and other organizations such as LF Biz, ABC, Rotary, the Rec Center, for programs and activities. We will be starting a monthly Cookbook Club, open to ages 12 and up.

Friends: Ms. Kahwaty, Ms. Friedrich: Next meeting is Tuesday, January 24<sup>th</sup> at 7 PM in conference room.

Arts and Culture: Ms. Kahwaty, Ms. Miller, Ms. Friedrich, Mr. Zurbruegg: No report.

CORRESPONDENCE: None

#### OLD BUSINESS:

Staff Holiday Luncheon: The staff would like sandwiches, which the Friends group will provide.

Fine Free Policy: Library patrons are surprised, but happy.

Monthly Trustee Meetings: Nothing new from the State. Report hours to Jennifer if you watch older ones.

#### NEW BUSINESS:

2023 Budget: We will discuss it at the February meeting.

Review/Vote on Staff Raises: See above.

2023 Resolutions:

Capital Budget Resolution for 2023: After discussion, a motion to accept the 2023 Capital Budget Resolution establishing a capital expense plan and reserving funds in the amount of \$26,365.94 was made by Ms. Friedrich and seconded by Mr. Zurbruegg. On a voice vote the motion passed.

Signatories Resolution for 2023: After discussion, a motion to accept the 2023 Resolution approving the addition of signatories to the money market account of the Little Falls Public Library at Lakeland Bank was made by Mr. Tomasi, seconded by Ms. Friedrich. On a voice vote the motion passed.

Petty Cash and Change Fund Resolution for 2023: After discussion, a motion to accept the 2023 Resolution to establish the petty cash and change fund accounts was made by Ms. Friedrich and seconded by Mr. Tomasi. On a voice vote the motion passed.

NJLTA Renewal for January to December 2023: Jennifer will send the Trustee information.

Millenium Grants: Ms. Kahwaty said that we will be looking into seeing if we can get grant money for different things here at the library.

COVID Cases Rising Again: Ms. Kahwaty asked if we wanted to continue to meet in person. Everyone said yes, just not downstairs. We will cancel meetings in case of bad weather.

#### OTHER BUSINESS:

Trustee Information on Website: Ms. Kahwaty would like to have a photo of each Trustee, along with a short bio, on the library website. Pictures will be taken in February.

There being no further business, a motion was made by Mr. Zurbruegg, seconded by Ms. Fronzuto, to adjourn the meeting. The meeting adjourned at 8:16 PM. The next regular meeting will be held on Thursday, February 9, 2023 at 7:00 PM in the library.

Respectfully submitted,

Carol Miller, Vice-President/Secretary