

Little Falls Public Library Board of Trustees

Regular Meeting Minutes

June 9, 2022

The regular meeting of the Little Falls Public Library Board of Trustees was called to order at 7:04 PM, Ms. Anne Kahwaty presiding.

Present: Anne Kahwaty, Carol Miller, Adam Zurbruegg, Joyce Frommer, Peter Tomasi, Nancy Friedrich, Shana Opdenberg, Christine Hablitz, Jennifer Larrinaga

Absent: None

A motion was made by Mr. Zurbruegg, seconded by Ms. Hablitz, to accept the Minutes of the May 12, 2022 meeting. Discussion: It was noted that the Minutes did reflect that we will be limiting the number of books that can be taken out in our new Fine-Free policy. The motion passed on a voice vote.

A motion was made by Ms. Hablitz, seconded by Mr. Zurbruegg, to open the meeting to the public. Discussion: None. A motion was made by Ms. Frommer, seconded by Mr. Tomasi, to close the meeting to the public. Discussion: Noe. The motion passed on a voice vote.

A motion to accept the Financial Report for the month of May was made by Ms. Hablitz, seconded by Ms. Frommer. Discussion: Ms. Kahwaty noted that we have had a lot of big-ticket items under Maintenance Services. The Township received grants from PSE&G to upgrade equipment at the schools and municipal building. This was last done at the library when our former director, Christine Miller, was here. The air-conditioning has been fixed and is working now. Equipment/Furnishings under Operations is over budget. Any future expenses will come out of Capital. The money from the grant will be put into Gifts, Grants and Donations when it comes in. We are waiting for the second quarterly check from the Township. On a roll call all reports were approved and the motion passed.

A motion was made by Ms. Frommer, seconded by Ms. Hablitz, to approve the bills for the months of May, June and July 2022 for payment, subject to the availability of funds. Discussion: The landscaping bill was for Spring/Summer cleanup. On a roll call the motion passed.

A motion was made by Ms. Friedrich, seconded by Mr. Zurbruegg, to pay the salaries for the months of May, June, July and August 2022, in advance of the next Board meeting, subject to the availability of funds, and also to pay the salary for the Interim Director for the month of June 2022. 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: Linda and Matt attended the Ice Cream Social at School #3. There will be a staff meeting next Friday: ideas for summer programs, cleaning out the front desk, opinions on hand-outs at the Farmers Market. The realtor from Montclair will come back in the Fall; his program was not well-attended today Getting get reviews for the Book Club; patrons like the morning session. Summer Reading program kicks off June 19th. Calendar is almost ready. Cake Wars program was great. Story-

time in the Park will begin. PSE&G replaced our out-of-date meter. We will need to fix the water fountain. The sprinklers have been turned on. The cabinets for the basement have been ordered. One cabinet will have metal mesh with a lock; electronics will be stored in there. We would like to have a water bottle filler feature for the fountain. Ms. Kahwaty said that the DPW will hang the TV in the basement. LVA means Literacy Volunteers in America. We will be at the Block Party on June 21st. We received donations for the animal shelter after we had our adoption program. On a roll call the motion passed.

COMMITTEE REPORTS

Executive: Ms. Kahwaty, Ms. Miller, Mr. Zurbruegg: At this point in the meeting Jennifer was asked to step out. Discussion: Ms. Kahwaty stated that the Executive Search Committee, after interviewing the candidates who applied for the Director's position, recommends that the Board hire Jennifer Larrinaga as our new Director. Effective July 1st the salary will be \$80,000. There will be a six month probation period. Jennifer has until Monday, June 13th to sign the offer letter. A motion was made by Ms. Miller, seconded by Mr. Zurbruegg, to hire Jennifer Larrinaga as our new Director, effective July 1, 2022, at a salary of \$80,000, with a six month probation period. On a roll call the motion passed. At this point in the meeting Jennifer returned and thanked us for offering her the position. She happily accepted.

Building and Grounds: Ms. Kahwaty, Ms. Miller, Ms. Friedrich: The Township will be creating another handicapped parking space in front of the library. Flowers will be purchased for the library grounds.

Policy and Planning: Ms. Kahwaty, Ms. Friedrich, Ms. Frommer: We will be looking into book limits; also types of books juveniles can take out. We need a Intellectual Freedom policy in case we are challenged. We may hold a meeting this summer to put this policy in place before September. Jennifer will send us the link.

Human Resources: Ms. Kahwaty, Ms. Miller, Mr. Zurbruegg: Jennifer will hire someone for her former position. Until then Matt would like to look into having animal shelters come in for more programs; also would like to ask Diamond Floral, a new business in town, to come in and do a program on floral design.

School and Outreach: Ms. Marinelli, Ms. Kahwaty, Ms. Friedrich, Mr. Zurbruegg: School closes on Friday, June 17th. Graduation is Wednesday, June 15th at the Recreation Center.

Friends: Ms. Kahwaty, Ms. Friedrich: Friends group is getting a proposal for a new sign over the front door. The Fall Book Sale will be inside in the children's section on a Friday and a Saturday. Ms. Kahwaty suggested that maybe we could use the Civic Center for the Book Sale. Group is also looking into a Halloween event with the Cake Wars person.

Arts and Culture: Ms. Kahwaty, Ms. Miller, Ms. Friedrich, Mr. Zurbruegg: Committee will come up with ideas soon.

CORRESPONDENCE: None

OLD BUSINESS:

Handicapped Parking Spot: See above,

Book Delivery Service: Linda will work with the driver to pick days to deliver. She will get weather-proof bags for the books. The driver is from the DPW; he will use the Senior Bus for delivery when it is not in use for the Seniors.

ARPA Grant: See above.

Farmer's Market Dates: Everybody has signed up, Hours are 10 AM until 1 PM rain or shine; we bring a folding table, folding chairs and a tent. We sign people up for library cards; also provide applications for Friends Group membership. Bring a water bottle. We can use the bathrooms in the police station.

Plumber and Cabinets: Cabinets will be white; Jennifer will choose the countertop.

Associated Fire Protection: Will be in to do upgrades.

Monthly Trustee Meeting: Report hours to Jennifer.

NEW BUSINESS:

Water Fountain Quotes: Quote from Bellaqua for a Halsey Taylor Wall Fountain/Bottle Filler is \$2,672.95 (includes installation). They do quarterly maintenance on the fountain. Ms. Frommer said that we need to get two other quotes. Jennifer will look into that. Ms. Opdenberg said to reach out to Ms. Marinelli to see what the schools did for their water fountains.

Fine-Free Policy: First notice will be two weeks from the due date. Second notice will be three weeks from the due date. Third notice: At three months from the due date the book will be assumed lost and the patron will be charged for the book. Jennifer will provide a Fact Sheet with this information for our patrons. Jennifer will get a date from Luca, head of PALS/PLUS, when this will be effective. Ms. Kahwaty said that we would like more detail in our policy for our patrons as to what they need to know. We will make it an agenda item for our September Board meeting.

The June 9, 2022 Little Falls Public Library Board of Trustees meeting was adjourned sine die at 8:27 PM. Ms. Jennifer Larrinaga took the chair.

LITTLE FALLS PUBLIC LIBRARY BOARD OF TRUSTEES 2022 REORGANIZATION MEETING

The Chair asked for nominations for President. Ms. Anne Kahwaty was nominated by Ms. Friedrich. The nomination was seconded by Mr. Zurbruegg. There being no further nominations, the nominations for President were closed.

The Chair asked for nominations for Vice-President/Secretary. Ms. Carol Miller was nominated by Ms. Kahwaty. The nomination was seconded by Ms. Hablitz. There being no further nominations, the nominations for Vice-President/Secretary were closed.

The Chair asked for nominations for Treasurer. Mr. Adam Zurbruegg was nominated by Ms. Miller. The nomination was seconded by Ms. Kahwaty, There being no further nominations, the nominations for Treasurer were closed.

A motion was made by Ms. Opdenberg, seconded by Ms. Friedrich, to approve the nominations. There was no discussion. On a roll call, the Board being unanimous, the Chair cast a single ballot electing the entire slate.

Ms. Anne Kahwaty, President, assumed the Chair at 8:32 PM.

Banks and Accounts: Ms. Hablitz made a motion naming Lakeland Bank as the location of the library's accounts in 2022-2023. Mr. Zurbruegg seconded the motion, which passed unanimously on a roll call.

Attorney: Mr. Zurbruegg made a motion naming Mr. Michael Cerone as the attorney for the library's legal assistance in 2022-2023. Ms. Frommer seconded the motion, which passed unanimously on a roll call.

Auditor: Ms. Hablitz made a motion naming the independent auditing firm of Weikotz and Co. as the auditor for the library in 2022-2023. Ms. Frommer seconded the motion, which passed unanimously on a roll call.

Committees (Review, change and/or re-appointment):

Executive: Ms. Kahwaty, Ms. Miller, Mr. Zurbruegg

Building and Grounds: Ms. Kahwaty, Ms. Miller, Ms. Friedrich

Policy and Planning: Ms. Kahwaty, Ms. Friedrich, Ms. Frommer

Human Resources: Ms. Kahwaty, Ms. Miller, Mr. Zurbruegg

School and Outreach: Ms. Marinelli, Ms. Kahwaty, Ms. Friedrich, Mr. Zurbruegg

Friends: Ms. Kahwaty, Ms. Friedrich

Arts and Culture: Ms. Kahwaty, Ms. Miller, Ms. Friedrich, Mr. Zurbruegg

Mayor's Alternate: Ms. Christine Hablitz

School Superintendent's Alternate: Ms. Shana Opdenberg

Ms. Kahwaty said that two people have expressed interest in the one open seat on the Board. There being no further business, a motion was made by Ms. Hablitz, seconded by Mr. Zurbruegg, to adjourn the meeting. The meeting adjourned at 8:40 PM. The next regular meeting will be held on Thursday, September 8, 2022 at 7:00 PM at the library.

Respectfully submitted,

Carol Miller, Vice-President/Secretary