

Little Falls Public Library Board of Trustees

Regular Meeting Minutes

October 10, 2024

The regular meeting of the Little Falls Public Library Board of Trustees was called to order at 7:03 PM, Ms. Anne Kahwaty presiding.

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

Absent: Adam Zurbruegg, Thomas Kazmark

A motion was made by Ms. Friedrich, seconded by Ms. Opdenberg, to accept the Minutes of the September 11, 2024 regular meeting.

Discussion: None. The motion passed on a voice vote.

A motion was made by Ms. Hablitz, seconded by Ms. Opdenberg, to open the meeting to the public. Discussion: None. A motion was made by Ms. Fronzuto, seconded by Ms. Opdenberg, 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 September 2024 was made by Ms. Hablitz, seconded by Ms. Opdenberg.

Discussion: We are in very good shape. Ms. Kahwaty and Linda will meet with furniture companies for the children's section on October 15th. The cost of new furniture will be paid out of our budget. Our bank accounts are looking good. The State Aid figure will be \$7,209 (that is \$145. less than last year). The one-third mil figure will be \$823,513. That is a \$94,000 increase from last year. Based on these figures we will be looking at salary increases for next year that will bring us closer to NJ state recommended salary levels for library employees. On a roll call the motion passed.

A motion was made by Ms. Friedrich, seconded by Ms. Opdenberg, to approve the bills for September 2024 for payment, subject to the availability of funds. Discussion: None. On a roll call the motion passed.

A motion was made by Ms. Friedrich, seconded by Ms. Opdenberg, to pay the salaries for the month of October 2024, 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. Friedrich, seconded by Ms. Opdenberg, to accept the Director's Report. Discussion: Professional development on three different topics will be completed by the staff this month. AI is out on medical leave. Programs: Mario Kart tournament on October 4th, Halloween Party on October 26th, Medicare workshop on October 8th, Haunted Happenings on October 9th and 16th, Italian Music Show on October 17th, Paranormal Investigators on October 24th, FTC Kids Food Exploration on October 5th. Fall HVAC maintenance was performed. The sprinklers will be turned off next week. The library will be at the Farmers Market on October 20th. On a roll call the motion passed.

COMMITTEE REPORTS:

Executive: Ms. Kahwaty, Ms. Miller, Mr. Tomasi: Will be doing staff salary increases and Jennifer's review.

Building and Grounds: Ms. Kahwaty, Ms. Miller, Ms. Friedrich: The front walkway will be ripped up to re-do the concrete. The fencing on the side of the building now has gates. The Police Department will get a set of keys to the gates. Jennifer is getting quotes to replace the library lights with LEDs.

Policy and Planning: Ms. Kahwaty, Ms. Friedrich, Ms. Fronzuto, Ms. Miller: Policies to be reviewed are Security, Public Computers and Photographs and Videos. There will be a Strategic Plan policy meeting. A survey will be sent out as part of the plan.

Human Resources: Ms. Kahwaty, Ms. Miller, Mr. Tomasi: No report.

School and Outreach: Ms. Opdenberg, Mr. Zurbruegg, Ms. Friedrich: Classes have been coming in. The student volunteer from PV is back.

Friends: Ms. Kahwaty, Mr. Kazmark, Ms. Friedrich, Ms. Fronzuto: Next meeting is October 15th.

Arts and Culture: Ms. Miller, Ms. Friedrich, Mr. Zurbruegg, Mr. Kazmark: The current display is by artist Chris Calandra.

Grants: Ms. Kahwaty, Ms. Friedrich, Ms. Fronzuto, Ms. Hablitz: Nothing right now. If any Board member sees anything, please let Ms. Kahwaty know.

CORRESPONDENCE: None.

OLD BUSINESS:

New Trustee/Current Trustee refresher video training: Now available to view.

Monthly Trustee Meetings: Please report hours to Jennifer.

NEW BUSINESS:

Mr. Michael Cerone, Library Attorney: He is retiring December 2024. We are looking into finding a replacement.

Dale Dormody: He hosts the library website and is retiring October 2025.

City Green Grant: They will do a site visit on October 16th for a children's garden, with raised beds.

Library Walkway Closure: Will re-do the concrete.

Update Strategic Plan: See above.

Library Closure: Monday, October 14h (holiday).

Next Meeting: Due to a conflict Ms. Kahwaty cannot attend the next scheduled Trustee meeting. A motion was made by Ms. Friedrich, seconded by Ms. Opdenberg, to change the date of our next meeting to Wednesday, November 13, 2024. On a roll call the motion passed.

OTHER BUSINESS:

We are getting rid of NewsBank. It is very expensive and does not generate much use. Instead, we can use that money for programs. We have reduced the magazine section, with no complaints. We need to look into more shelving space.

There being no further business, a motion was made by Ms. Friedrich, seconded by Ms. Opdenberg, to adjourn the meeting. The meeting was adjourned at 7:34 PM. The next regular meeting will be held on Wednesday, November 13, 2024 at 7:00 PM.

Respectfully submitted,

Carol Miller, Vice-President/Secretary