

Little Falls Public Library Board of Trustees

Regular Meeting Minutes

December 14, 2023

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, Adam Zurbruegg, Nancy Friedrich, Thomas Kazmark, Shana Opdenberg, Christine Hablitz, Jennifer Cole

Absent: Casey Fronzuto

A motion was made by Ms. Hablitz, seconded by Mr. Kazmark, to accept the Minutes of the November 9, 2023 regular meeting. Discussion: None. The motion passed on a voice vote, with Mr. Zurbruegg and Ms. Opdenberg abstaining.

A motion was made by Mr. Zurbruegg, seconded by Ms. Friedrich, to open the meeting to the public. Discussion: None. A motion was made by Ms. Hablitz, 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 November 2023 was made by Ms. Friedrich, seconded by Mr. Zurbruegg. Discussion: Ms. Kahwaty said that the budget will be looked at by the end of January. The quarterly payment from the Township was received. We will have money left over at the end of the year. Some of that will be earmarked for new furniture for the children's section. The Friends group will be helping with the cost of that. Also, we will be looking at additional money for staff raises and bonuses. Jennifer is currently looking for two part-time library assistants; 20 to 22 hours a week for each person. We will be getting our PERS figure next year (for our Budget). On a roll call the motion passed.

A motion was made by Ms. Hablitz, seconded by Ms. Friedrich, to approve the bills for November 2023 for payment, subject to the availability of funds. Discussion: \$299. bill for Steve Hargadon: Professional development webinar speaker. On a roll call the motion passed.

A motion was made by Ms. Friedrich, seconded by Mr. Kazmark, to pay the salaries for the month of December 2023 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 Mr. Zurbruegg, seconded by Ms. Hablitz, to accept the Director's Report. Discussion: On December 1<sup>st</sup> the staff watched a professional webinar about unruly children in the library. We are doing what has been recommended. Joe is on the Circulation Committee for PALS/PLUS. Matt watched all thirteen sessions of the Canva Librarians Virtual Showcase to get ideas on how to improve our marketing on social media. Sara Ketterer will be doing MLS work, starting in January. She will be helping Linda. Jeff did a great job as Santa at the Gingerbread House program. Lots of holiday craft programs were held. There will be a Winter Dance on Saturday, December 16<sup>th</sup>. Bernadine was

back with a painted wine bottle craft program. New York Speaker Series will be back in January talking about New York ballparks. Jennifer is still looking for a company to come in and fix the window blinds. She is also looking for three quotes to replace the janitor sink. On a roll call the motion passed.

#### COMMITTEE REPORTS

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

Building and Grounds: Ms. Kahwaty, Ms. Miller, Ms. Friedrich: Final Fall cleanup was completed. Jennifer periodically checks the A/C units outside for debris.

Policy and Planning: Ms. Kahwaty, Ms. Miller, Ms. Friedrich, Ms. Fronzuto: Committee has been busy looking over policies. Exhibits and Displays policy has been completed. A motion was made by Ms. Hablitz, seconded by Mr. Zurbruegg, to accept the Exhibits and Displays policy. Discussion: In January the library will begin the search for an artist to exhibit in March. On a voice vote the motion passed. A motion was made by Mr. Kazmark, seconded by Ms. Opdenberg, to accept the forms for Exhibits and Displays. Discussion: None. On a voice vote the motion passed. Revisions were proposed for the Dress Code Policy. Blue denim jeans will be allowed, but must be business casual. Also, all sneakers will now be acceptable. A motion was made by Ms. Opdenberg, seconded by Ms. Hablitz, to accept the revised Dress Code policy. Discussion: None. On voice vote the motion passed. Behavior Policy: Jennifer and Ms. Kahwaty met with Little Falls Police Officer Vanak to discuss the after school student situation. There are fifty-plus students here every day after school gets out. Jennifer has posted Smile, You are on Camera signs around the library to discourage inappropriate behavior. It was decided that every September information will go out to the parents about library conduct. We cannot identify the children by a name tag because School #1 does not issue ID's. If a child is making a disturbance, the police will be called. Officer Vanak was asked if a police officer could come and do spot checks. He will discuss that with the high-ranking officers in the department. School officials cannot come to the library to help out. Their supervision ends at 3:00 PM. Jennifer said that she uses the school yearbooks to identify some of these disruptive students. They have the option to go to the Rec Center after school, but that is a long walk. No child under the age of 12 should be left alone at the library without a parent/guardian. The Board needs to protect Jennifer and her staff from problems with this situation. Work will continue on this policy.

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

School and Outreach: Ms. Opdenberg, Ms. Kahwaty, Ms. Friedrich, Mr. Zurbruegg: Ms. Opdenberg said that the library at School #2 will re-open in September 2024 due to a grant that was received.

Friends: Ms. Kahwaty, Ms. Friedrich, Ms. Fronzuto: Friends group is selling mugs, ornaments and towels.

Arts and Culture: Ms. Kahwaty, Ms. Miller, Ms. Friedrich, Mr. Zurbruegg: See above concerning new policy.

Grants: Ms. Kahwaty, Ms. Friedrich, Ms. Fronzuto, Ms. Hablitz: Will meet in the new year to look for grants for children's furniture.

CORRESPONDENCE: None

OLD BUSINESS:

Monthly Trustee Meeting: Please report hours to Jennifer.

NEW BUSINESS:

Trustee Board Meeting Dates and Holiday Closures for 2024: There will be 16 days that the library will be closed in 2024 for holidays. A motion was made by Ms. Hablitz, seconded by Mr. Zurbruegg, to accept these dates for 2024. Discussion: None. On a voice vote the motion passed.

Exhibits and Displays Policy: See above.

Little Falls Public Library Staff Dress Code Policy: See above.

Part-time Staff Holiday Pay – New Year’s Day, Memorial Day, Independence Day, Thanksgiving, Christmas: Employee needs to be out of their six-month probationary period to qualify for this holiday pay. This money has already been accounted for in our budget. Employee will get paid for four hours for each holiday. A motion to pay the part-time staff for these holidays was made by Ms. Opdenberg, seconded by Ms. Friedrich. Discussion: None. On a roll call the motion passed.

2024 Budget in Progress: Budget will be presented at the January 2024 Board meeting. A motion was made by Mr. Kazmark, seconded by Ms. Hablitz, to pre-approve the outstanding bills for the rest of 2023 before the next Board meeting. Discussion: None. On a roll call the motion passed.

Staff Raises: Reviews and recommendations for staff raises are in progress.

OTHER BUSINESS:

Year in Review: Jennifer and Ms. Kahwaty talked about all that the library has accomplished this year. A photo of our wonderful library staff has been posted on social media.

Holiday Luncheon for Staff: Mr. Zurbruegg asked if there will be a luncheon again this year. Jennifer said it will be held in January. She will ask her staff what they would like to have and also if they would like to include the Board members in their celebration.

There being no further business, a motion was made by Mr. Zurbruegg, seconded by Ms. Friedrich, to adjourn the meeting. The meeting adjourned at 8:31 PM. The next regular meeting will be held on Thursday, January 11, 2024 at 7:00 PM.

Respectfully submitted,

Carol Miller, Vice-President/Secretary