

Little Falls Public Library Board of Trustees

Regular Meeting Minutes

June 13, 2024

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 (via Zoom), Peter Tomasi, Casey Fronzuto, Nancy Friedrich, Thomas Kazmark, Christine Hablitz, Shana Opdenberg, Jennifer Cole

Absent: Adam Zurbruegg

A motion was made by Ms. Hablitz, seconded by Mr. Kazmark, to accept the Minutes of the May 9, 2024 regular meeting. Discussion: None. The motion passed on a voice vote, with Ms. Friedrich and Ms. Opdenberg abstaining.

A motion was made by Ms. Friedrich, seconded by Ms. Fronzuto, to open the meeting to the public. Discussion: None. A motion was made by Ms. Friedrich, seconded by Ms. Hablitz, 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 May 2024 was made by Mr. Kazmark, seconded by Ms. Hablitz. Discussion: Interest is good. We are at 50 percent of our budget. PERS for 2024 will be paid at the end of the year. On a roll call the motion passed.

A motion was made by Ms. Fronzuto, seconded by Ms. Friedrich, to approve the bills for May, June and July 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. Fronzuto, to pay the salaries for the months of June, July and August 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 Mr. Kazmark, seconded by Ms. Hablitz, to accept the Director's Report. Discussion: Shannon and Jared attended the Passaic County Book Festival on June 8th. Linda took a virtual tour of the Eric Carle Museum and also attended a webinar on Manga. Jeff went to the Governor's mansion for Historic NJ. He has been invited back in December to film the holiday decorations. Two authors are doing a book reading/signing tonight. Classic Movie Night is June 14th. Boogie Woogie Babies and Summer Food Play are upcoming. Art Adventures is June 25th. Jennifer is re-working the landing page of our catalog. Holmes Landscaping did Spring/Summer cleanup. The water meter has been replaced. We upgraded to QuickBooks online. We had a table at the Block Party on June 11th. We had a table at the Farmers Market on June 2nd. 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 : First Wok is parking on library property. Ms. Kahwaty will send them a letter, with Ms. Fronzuto's approval. Jennifer and Ms. Friedrich attended the Township meeting where they discussed making part of Warren Street a pedestrian walkway. Parking would be eliminated in front of the library, with two handicapped spots on Stevens Avenue, along with a ramp closer to the front door. The Township tabled this discussion to their next meeting.

Policy and Planning: Ms. Kahwaty, Ms. Miller Ms. Friedrich, Ms. Fronzuto: The committee will go over three policies this summer.

Human Resources: Ms. Kahwaty. Ms. Miller, Mr. Tomasi: Jennifer said we are ok with staffing for our summer programming. The Boy Scouts have volunteered to sell hot dogs at the Summer Kickoff party.

School and Outreach: Ms. Opdenberg, Ms. Kahwaty, Ms. Friedrich, Mr. Zurbruegg: No report.

Friends: Ms. Kahwaty, Ms. Friedrich, Ms. Fronzuto: Next meeting is June 18th at 7:30 PM.

Arts and Culture: Ms. Kahwaty, Ms. Miller, Ms. Friedrich, Mr. Zurbreugg: The needlework display has been extended until the end of June. The artist scheduled to display in June was not ready.

Grants: Ms. Kahwaty, Ms. Friedrich, Ms. Fronzuto, Ms. Hablitz: Nothing found yet concerning furniture.

CORRESPONDENCE: None

OLD BUSINESS

September Board of Trustees Meeting: Changed from Thursday, September 12th to Wednesday, September 11th.

New Trustee/Current Trustee Refresher Video Training: Link is in Trustee's package.

Monthly Trustee Meeting: Report hours to Jennifer.

Ban Book Bill in NJ Legislature: This bill (to not ban books) is getting closer to being passed.

NEW BUSINESS

PALS/PLUS Amended and Re-stated Shared Services Agreement: Draft is out to get feedback. PALS/PLUS needs to vote on it in September.

Nancy Friedrich Reappointment: Ms. Friedrich was reappointed to the Library Board and took the oath.

Update Strategic Plan: We will work on this over the summer.

Library Audit: We passed the audit, with no recommendations.

OTHER BUSINESS

None.

The June 13, 2024 Little Falls Public Library Board of Trustees meeting was adjourned sine die at 7:36 PM. Ms. Jennifer Cole took the chair.

LITTLE FALLS PUBLIC LIBRARY BOARD OF TRUSTEES 2024 REORGANIZATION MEETING

The Chair asked for nominations for President. Ms. Kahwaty was nominated by Ms. Fronzuto. The nomination was seconded by Ms. Hablitz. There being no further nominations, the nominations for President were closed.

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

The Chair asked for nominations for Treasurer. Mr. Tomasi was nominated by Ms. Friedrich. The nomination was seconded by Ms. Hablitz. There being no further nominations, the nominations for Treasurer were closed.

A motion was made by Ms. Fronzuto, 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. Kahwaty assumed the Chair at 7:40 PM.

Banks and Accounts: Mr. Tomasi made a motion naming Lakeland Bank as the location of the library's accounts in 2024. Ms. Fronzuto seconded the motion, which passed unanimously on a roll call.

Attorney: Ms. Hablitz made a motion naming Mr. Michael Cerone as the attorney for the library's legal assistance in 2024. Ms. Opdenberg seconded the motion, which passed unanimously on a roll call.

Auditor: Ms. Kazmark made a motion naming the independent auditing firm of Weikotz and Co. as the auditor for the library in 2024. Mr. Tomasi seconded the motion, which passed unanimously on a roll call.

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

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

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

Policy and Planning: Ms. Kahwaty, Ms. Miller, Ms. Friedrich, Ms. Fronzuto

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

Schools and Outreach: Ms. Opdenberg, Mr. Zurbruegg, Ms. Friedrich

Friends: Ms. Kahwaty, Ms. Friedrich, Ms. Fronzuto, Mr. Kazmark

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

Grants: Ms. Kahwaty, Ms. Friedrich, Ms. Fronzuto, Ms. Hablitz

Mayor's Alternate: Ms. Hablitz

School Superintendent's Alternate: Ms. Opdenberg

There being no further business, the meeting adjourned at 7:44 PM. The next regular meeting will be Wednesday, September 11, 2024 at 7:00 PM. Respectfully submitted, Carol Miller, Vice-President/Secretary