

Little Falls Public Library Board of Trustees

Regular Meeting Minutes

May 13, 2021

The regular meeting of the Little Falls Public Library Board of Trustees, via a virtual Zoom meeting, was called to order at 7:01 PM, Ms. Anne Kahwaty presiding.

Present: Anne Kahwaty, Carol Miller, Adam Zurbruegg, Bonnie Nolan, Juliann Meletta, Nancy Friedrich, Shana Opdenberg, Christine Hablitz, Kristin Blumberg

Absent: Joyce Frommer

A motion was made by Ms. Friedrich, seconded by Ms. Hablitz, to accept the Minutes of the April 8, 2021 meeting. Discussion: None. The motion passed on a voice vote.

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

A motion to accept the Financial Report for April was made by Ms. Hablitz, seconded by Mr. Zurbruegg. Discussion: None. On a roll call all reports were approved and the motion passed.

A motion was made by Ms. Friedrich, seconded by Ms. Miller, to approve the bills for April for payment, subject to the availability of funds. Discussion: The bill for Reiner's (HVAC company) was a heating repair. On a roll call the motion passed.

A motion was made by Mr. Zurbruegg, seconded by Ms. Opdenberg, to pay the salaries for the month of May, 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. Hablitz, seconded by Ms. Miller, to accept the Director's Report. Discussion: Ariana will be hired for the summer to help with children's programming. Phil is a volunteer who formerly worked for the Woodland Park library. She comes in once a week to help with shelving books. The Township will pay for one computer through the CARES program. The Friends group will have a clothing drive from 10 until 3 on Saturday, May 15<sup>th</sup>. The card for Tricia is here for everyone on the Board to sign. Linda and Kristin will be at a table at the Memorial Day event at Memorial Park on May 28<sup>th</sup>. The motion passed on a voice vote.

COMMITTEE REPORTS

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

Building and Grounds: Ms. Kahwaty, Ms. Miller, Ms. Friedrich: We received quotes for painting the outside trim. Mr. Zurbruegg asked what kind of paint is being used. CertaPro provides a warranty on their work. Ms. Blumberg used them for her own home and was pleased. A motion was made by Mr.

Zurbruegg, seconded by Ms. Friedrich, to accept the proposal and quote from CertaPro to paint the outside trim. On a roll call the motion passed.

Policy and Planning: Ms. Kahwaty, Ms. Friedrich, Ms. Frommer: COVID Policy, Phase 3: We will change the time limits on using computers to two hours per day. The newspapers and one chair will be put back out in the periodicals section. We affirm the need for people to come in and study. Patrons and staff must still wear masks. Staff will monitor the need for patrons to use the bathrooms. A motion was made by Ms. Miller, seconded by Ms. Opdenberg, to accept the COVID Policy, Phase 3. On a roll call the motion passed.

Human Resources: Ms. Kahwaty, Ms. Miller, Mr. Zurbruegg: We will meet during the summer and look over the job descriptions.

School and Outreach: Ms. Marinelli, Ms. Kahwaty, Ms. Friedrich, Mr. Zurbruegg: The Farmers Market schedule is all set up. Kristin and Linda will be at the Memorial Day event in the park. The library will be 105 years old in June. We will have a birthday party outside on the front lawn on Saturday, June 12<sup>th</sup> from 12 noon until 2 PM.

Friends: Ms. Friedrich: There will be a Clothing Drive on Saturday, May 15<sup>th</sup> from 10 AM to 3 PM outside in the parking lot. The local Boy and Girl Scouts will help load the truck. The summer Book Sale will be in June. Voting for Board positions for the Friends group will take place in June.

Arts and Culture: Ms. Kahwaty, Ms. Miller, Ms. Friedrich, Mr. Zurbruegg: Kristin, Linda and Ms. Kahwaty will meet with the Clifton Branch library via Zoom for information about a multi-cultural event, to be possibly held here in the Fall featuring dancing, costumes, food, clothing, etc.

#### CORRESPONDENCE

The good-bye card for Tricia is at the front desk. Board members were asked to please sign it by Tuesday, May 18<sup>th</sup>.

#### OLD BUSINESS

Website: Jeremy demonstrated the first draft of the improvements to our website. It will be finished in the next couple of weeks. Board members were happy with the new changes and additions.

#### NEW BUSINESS

Conference Room in Basement: The Little Falls Township Construction Code Officer said we will be allowed to use the downstairs room. Ms. Nolan had reservations about us using that space. We will not let young children down there; only middle school-aged children and up. Ms. Nolan also stated that it is not handicapped-accessible. We will look at the cost of converting the space for use for programs. Ms. Miller asked whether there would be a security camera down there to monitor activity. For now we will just have programs that will be supervised, so we would not need cameras. Ms. Meletta said she would like to see the room before we make a decision at the June Board meeting.

Cleaning Company Policy: We are covered with the CARES Act through June. Two days a week will be \$695 a month; one day a week will be \$495 a month. Ms. Kahwaty suggested we get a four days a week quote. Ms. Miller asked if the CARES Act will be extended. At this time we do not know.

PALS/PLUS: PALS/PLUS is considering going fine-free. Fines were being waived during COVID. Items are now auto-renewed two times if there is no one waiting. The fine revenue we would be losing would amount to about \$3,000 a year.

NJLA Conference: Will be held on June 3<sup>rd</sup> and 4<sup>th</sup>. This is for Library Directors. Cost is \$100 for one day and \$155 for two days. It will be virtual. A motion was made by Ms. Opdenberg, seconded by Ms. Friedrich, to pay for Kristin to attend for two days, at a cost of \$155. On a roll call the motion passed.

Refrigerator for staff room: The staff would like a bigger refrigerator for that room. We need to run an additional outlet in that room with a new 20 amp line. Kristin received three quotes (all local): Crown Electric (owner is a library patron) \$375; Cestone Electric \$890; KB Electric \$950. A motion was made by Ms. Hablitz, seconded by Ms. Miller, to accept the quote by Crown Electric. On a roll call the motion passed. Kristin said that Best Buy has an 18 cubic foot white refrigerator for \$550. We will wait until the outlet is installed.

#### OTHER BUSINESS

Ms. Nolan's Last Meeting: After 25 years, Ms. Nolan is leaving the Board. Ms. Kahwaty said that her time and commitment to the library was very much appreciated and thanked her for her years of service.

In-person Board Meeting in June: Now that COVID restrictions are easing, our next regular meeting will be held inside the library, on the first floor. Our annual Reorganization meeting will immediately follow that meeting.

There being no further business, a motion was made by Mr. Zurbruegg, seconded by Ms. Friedrich, to adjourn the meeting. On a voice vote the motion passed. The meeting adjourned at 8:17 PM. The next meeting will be Thursday, June 10, 2021 at 7:00 PM at the library.

Respectfully submitted,

Carol Miller, Vice-President/Secretary