

Little Falls Public Library Board of Trustees

Regular Meeting Minutes

February 10, 2022

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

Present: Anne Kahwaty, Carol Miller, Adam Zurbruegg, Joyce Frommer, Nancy Friedrich, Peter Tomasi, Christine Hablitz, Jennifer Larrinaga. Juliann Meletta arrived at the meeting at 7:35 PM.

Absent: Tracey Marinelli

A motion was made by Ms. Frommer, seconded by Mr. Zurbruegg, to accept the Minutes of the January 13, 2022 meeting. Discussion: None. The motion passed on a voice vote.

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

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

A motion was made by Mr. Zurbruegg, seconded by Ms. Frommer, to approve the bills for the month of January 2022 for payment, subject to the availability of funds. Discussion: Ms. Miller said that it was good to see so many bills from Baker and Taylor – we are buying books. On a roll call the motion passed.

A motion was made by Ms. Frommer, seconded by Ms. Friedrich, to pay the salaries for the month of February, 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. Miller, seconded by Ms. Friedrich, to accept the Director's Report. Discussion: Michelle is our new employee at the Circulation desk. She is doing great. Jennifer is setting up interviews for the Community Outreach position. The P Card has arrived. It has been activated. Need to set up PIN. Jennifer will be taking a virtual Directors Training session. The signed money market papers have been sent into the bank. The jewelry making and cooking classes went very well. Children's programming is going on as usual. There is rust in the basement closet. Water is coming in from outside. We need to fix the water problem. The computers have come in. The Girl Scouts are continuing to meet here. The motion passed on a voice vote.

COMMITTEE REPORTS

Executive: Ms. Kahwaty, Ms. Miller, Mr. Zurbruegg: Committee met to discuss recommending raises to meet State standards for library salaries. If we approve the raises they will be effective March 2022. Ms. Friedrich asked how many hours a week does our staff work. Answer is 35 hours a week. A motion

was made by Ms. Friedrich, seconded by Mr. Tomasi, to accept the 2022 payroll raises, effective with the March 2022 payroll. On a roll call the motion passed. Ms. Kahwaty is in the process of drafting a new job description for the Director's position.

Building and Grounds: Ms. Kahwaty, Ms. Miller, Ms. Friedrich: When the weather gets warmer we will look at the problem with the sidewalk near the side door. Ms. Miller said that it has heaved up in a few places and is a safety hazard.

Policy and Planning: Ms. Kahwaty, Ms. Friedrich, Ms. Frommer, Ms. Meletta: Masks will still be required inside the library until things change. The second "bullet" on our COVID policy has been updated. A motion was made by Ms. Frommer, seconded by Mr. Zurbruegg, to accept the updated COVID policy. On a voice vote the motion passed.

Human Resources: Ms. Kahwaty, Ms. Miller. Mr. Zurbruegg: Joe is doing a good job with the bills. He is now learning how to do the checks.

School and Outreach: Ms. Marinelli, Ms. Kahwaty, Ms. Friedrich, Mr. Zurbruegg: The Farmers Market starts again on May 22nd. We will do a table once a month.

Friends: Ms. Friedrich, Ms. Meletta: There is now a new officer, Sarah Samara, in the position of Secretary. Still looking for a new Treasurer. Ornaments were sold out. Candy fundraiser is in April. Book Sale is also in April. Facebook page has been updated. There is \$4,725 in the treasury. Ornaments profit was \$600. Meetings are held the third Tuesday of every month. Need to update meeting dates on the website for this year. Friends would like to update the sign above the front door.

Arts and Culture: Ms. Kahwaty, Ms. Miller, Ms. Friedrich, Mr. Zurbruegg: We will start planning over the summer.

CORRESPONDENCE:

None

OLD BUSINESS:

Basement/Conference Room: We need to find a plumber first, then a contractor. We need to get cabinets that lock.

P-Card: Now open.

Proposed Budget for 2022: Hoopla subscriptions are increasing; PALS/PLUS costs are going up; Programs up \$2,000 post-COVID; slight decrease in Books. A motion was made by Mr. Zurbruegg, seconded by Ms. Hablitz, to accept the 2022 Budget. On a roll call the motion passed.

Monthly Trustee Meetings: Twice a year we must attend monthly Trustee meetings – either via zoom or listen to a recorded meeting on YouTube. Ms. Kahwaty stressed that we need this training and to please attend these meetings.

2021 Tax Forms: They have been submitted.

NEW BUSINESS:

New Staff Hire: Michelle, our new employee at the Circulation desk, is part-time and currently studying for her MLS degree.

Update About Waterproofing the Basement Closet: See above under Building and Grounds.

OTHER BUSINESS:

The library will be closed on Monday, February 21st for Presidents Day.

There being no further business, a motion was made by Ms. Hablitz, seconded by Ms. Frommer, to adjourn the meeting. The meeting adjourned at 7:43 PM. The next regular meeting will be Thursday, March 10th, 2022 at 7:00 PM, via Zoom.

Respectfully submitted,

Carol Miller, Vice-President/Secretary