

Little Falls Public Library Board of Trustees

Regular Meeting Minutes

March 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, Joyce Frommer, Nancy Friedrich, Peter Tomasi, Jennifer Larrinaga.

Absent: Adam Zurbruegg, Juliann Meletta, Tracey Marinelli, Christine Hablitz

A motion was made by Ms. Friedrich, seconded by Mr. Tomasi, to accept the Minutes of the February 10, 2022 meeting. Discussion: None. The motion passed on a voice vote.

A motion was made by Ms. Frommer, seconded by Mr. Tomasi, to open the meeting to the public. Discussion: None. A motion was made by Mr. Tomasi, seconded by Ms. Friedrich, 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 February was made by Ms. Frommer, seconded by Mr. Tomasi. Discussion: Ms. Kahwaty said that Jennifer will ask the current cleaning company to reduce their fees now that we are getting past COVID. On a roll call all reports were approved and the motion passed.

A motion was made by Ms. Frommer, seconded by Mr. Tomasi, to approve the bills for the month of February 2022 for payment, subject to the availability of funds. Discussion: Jennifer explained that we did not have a negative balance. Money was transferred first, then the bills report was printed. RMR Elevator bill: annual maintenance. WT Cox: magazine subscriptions for 2022. On a roll call the motion passed.

A motion was made by Ms. Friedrich, seconded by Ms. Frommer, to pay the salaries for the month of March, 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. Frommer, to accept the Director's Report. Discussion: Jennifer completed the new director training. Linda will be back next week, full-time. A new page has been hired, a high school student, for three days a week. Everyone on staff stepped up for the month of February; even though we were short-staffed we were able to stay open. P-Card was used for the first time for teen pizza. Adult coloring has started again; every Friday from 11 AM until 1 PM. Who's Got Game has started; a social thing with lots of games; trying to get Seniors into the library. Book Club is adding a Wednesday morning session in addition to Tuesday night. Starting April 1st Yoga is back on Friday. NJ Hope and Healing is holding a session on Zoom. Jamie Novak is coming back later this month. We had Dr. Seuss stories last week. A plumber looked at the sink in the basement conference room. Verizon came and switched out the copper lines to fiber-optics for the telephone, fax and alarm lines at no cost to us. Breakfast with the Bunny will be held in April. NJ Health/Connect:

Patrons can use an iPad and telehealth their doctor if they can't get to the library. This service is provided by the State at no cost to us. Program runs until September of this year; we get to keep the iPad when the program ends. Ms. Frommer thanked Jennifer and the staff for keeping things going through the challenging month of February.

COMMITTEE REPORTS

Executive: Ms. Kahwaty, Ms. Miller, Mr. Zurbruegg: A motion was made by Ms. Miller, seconded by Mr. Tomasi, to extend the Interim Director position for Jennifer on a month to month basis (that is how the Township's payroll system is set up). On a roll call the motion passed.

Building and Grounds: Ms. Kahwaty, Ms. Miller, Ms. Friedrich: A plumber came out to see about replacing the sink and the sump pump in the basement. Wall in basement closet is wet; we need to upgrade the sidewalk outside the back door; there is a drainage problem. Maybe we can use Dri-Loc, a plastic paint coating, on the wall in the closet.

Policy and Planning: Ms. Kahwaty, Ms. Friedrich, Ms. Frommer, Ms. Meletta: Masks are now optional in the library. Programming policy needs to be reviewed by the committee.

Human Resources: Ms. Kahwaty, Ms. Miller, Mr. Zurbruegg: New page was hired. Linda and Joe were very grateful for their salary increases. The job description for the Director will be reviewed by the Board, then approved so that we can begin to conduct interviews for the position. Courtney has accepted the Community Outreach position and will start by the end of this month.

School and Outreach: Ms. Marinelli, Ms. Kahwaty, Ms. Friedrich, Mr. Zurbruegg: Classes from School #1 are starting to come back to the library.

Friends: Ms. Kahwaty, Ms. Friedrich, Ms. Meletta: Lots of books have already been donated for the April 1st and April 2nd Book Sale. The candy fundraiser has started. Fundraiser events are being posted on-line.

Arts and Culture: Ms. Kahwaty, Ms. Miller, Ms. Friedrich, Mr. Zurbruegg: We will start to ramp this up now that things are getting better.

CORRESPONDENCE: None

OLD BUSINESS:

P-Card: Up and running.

Basement Conference Room: We need locks on the cabinets.

Monthly Trustee Meeting: Please sign up to watch these. Jennifer will let us know when the next one is. Let her know when you watch so that she can record it.

NEW BUSINESS:

New Staff Hire: See above.

New Adult Programming: See above.

State Report: Has been completed; 22 pages long. Ms. Kahwaty gave kudos to Jennifer for getting it done.

OTHER BUSINESS:

Our next meeting will be held upstairs at the back of the library, pending any previously planned usage for that space that evening. There will be no more Zoom meetings for the time being.

There being no further business, a motion was made by Mr. Tomasi, seconded by Ms. Friedrich, to adjourn the meeting. The meeting adjourned at 7:40 PM. The next regular meeting will be Thursday, April 14, 2022 at 7:00 PM at the library.

Respectfully submitted,

Carol Miller, Vice-President/Secretary