

Little Falls Public Library Board of Trustees

Regular Meeting Minutes

January 13, 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, Juliann Meletta, Peter Tomasi, Tracey Marinelli, Jennifer Larrinaga

Absent: Christine Hablitz

A motion was made by Ms. Friedrich, seconded by Mr. Tomasi, to accept the Minutes of the December 9, 2021 meeting. Discussion: There was a question as to whether Kristin's resignation letter should be included in the Minutes and the answer was no. It was also noted that the bills that we approve at a Board meeting are bills that have been generated a month before we meet. The motion passed on a voice vote.

A motion was made by Ms. Frommer, seconded by Ms. Marinelli, to open the meeting to the public. Discussion: Tom Kazmark, President of the Friends Group, reported that \$350.00 was the profit from the Wendy's fundraiser. There was also a \$300.00 profit from the sale of holiday ornaments. There is now \$4,200.00 in the Friends treasury. There will be a Book Sale and Clothing Drive in April. The books for the sale will be stored in the basement room. A motion was made by Mr. Tomasi, seconded by Ms. Frommer, 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 December was made by Ms. Friedrich, seconded by Mr. Tomasi. Discussion: Ms. Kahwaty thanked Jennifer for doing all the reports for this meeting. 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 December 2021, subject to the availability of funds, for payment. Discussion: The \$630.00 bill from Holmes Landscaping was for Fall Cleanup. They will resume their work in April. On a roll call the motion passed.

A motion was made by Ms. Meletta, seconded by Ms. Marinelli, to pay the salaries for the month of January, 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. Friedrich, seconded by Ms. Marinelli, to accept the Director's Report. Discussion: Michelle's last day at the front desk is January 14<sup>th</sup>. Jennifer has found a new candidate for the position. Linda will be out on medical leave for three weeks, starting February 1<sup>st</sup>. Jennifer received her Narcan certificate; she also held her first staff meeting last week. Jennifer's name needs to be added to the Money Market Resolution. The P-card will be here in seven to ten days. The on-line account is set up. Mr. Zurbruegg asked Jennifer if she is on the card; the answer is yes. Jerry and Karen

Winick donated \$25.00 to the library from the sale of their books (\$5.00 a book). Jennifer is researching cabinets for the basement room. She is also getting a quote to seal the moldy wet closet. We received a reimbursement check from the State for Ebsco. A new laptop has arrived. The Girl Scouts have been holding their meetings twice a month at the library. Little Falls Biz held a holiday party at the library. The author of Sammy the Sock will be here this month. Ariana will be helping with programming while Linda is out on medical leave. 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 are researching cabinets and a plumber for the basement room. The outside entrance for the staff (the concrete) is sinking. Need to have someone look at that.

Policy and Planning: Ms. Kahwaty, Ms. Friedrich, Ms. Frommer, Ms. Meletta: There was a discussion about revising our policy for COVID due to the increasing number of cases. Masks are now mandatory for all people in the library, vaccinated and unvaccinated. Curbside pickup is available during regular library hours. Children under age 10 have been coming in and are fine. Most libraries in PALS/PLUS have been staying open and have mask mandates. Ms. Kahwaty said that if a staff member gets sick and we don't have enough people to cover, we will alter our hours. Ms. Frommer asked about the guidelines if a staff member gets sick. Jennifer said that they will use sick time, then vacation time while they are out. She has ordered N95 masks for all employees. Ms. Marinelli said that current CDC guidelines say that if you are exposed to COVID and are up-to-date on your vaccinations, you do not quarantine; you come to work unless you develop symptoms. You get tested five days after you had close contact with someone with COVID. If you were exposed to COVID and are not up-to-date with your vaccinations, then you stay home and quarantine for five days. Ms. Kahwaty said that we will add a "bullet" to our COVID policy stating that we are adhering to the latest CDC guidelines concerning exposure to COVID. A motion was made by Mr. Tomasi, seconded by Ms. Kahwaty, to update our COVID policy with this added "bullet".

Human Resources: Ms. Kahwaty, Ms. Miller, Mr. Zurbruegg: Committee will meet on January 26<sup>th</sup> to discuss an updated job description for the Director. Jennifer will get new New Jersey Department of Labor posters on the new minimum wage. Ms. Marinelli asked if we do exit interviews when employees leave. We currently do not, but will do so in the future.

School and Outreach: Ms. Marinelli, Ms. Kahwaty, Ms. Friedrich, Mr. Zurbruegg: Six students are interested in the Teen Advisory Board. They will meet on Friday nights. They also will be helping with Read Across America in our schools. Ms. Marinelli said that there will be a new school referendum held this year, either in March, April or September. There is a waiting list for the Pre-School (25 children).

Friends: Ms. Friedrich, Ms. Meletta: Tom Kazmark gave an update earlier in this meeting. The Friends meet again on February 1<sup>st</sup>. A suggestion was made that the Friends provide pizza for the Teen Board meetings. Ms. Marinelli offered the idea to ask pizzerias in town to help with fundraising. Ms. Frommer asked if establishments other than "fast food" places could be asked to help with fundraisers.

Arts and Culture: Ms. Kahwaty, Ms. Miller, Ms. Friedrich, Mr. Zurbruegg: Everything still on hold due to COVID.

CORRESPONDENCE:

Ms. Kahwaty asked for the address for the Cipolla family to thank them for the donations made in memory of Judy Cipolla.

OLD BUSINESS:

Basement/Conference Room: Items have started to come in; some things are back-ordered.

P-Card: In progress.

NEW BUSINESS:

Staff Resignations – Michele: Jennifer has interviewed four candidates for the front desk. A decision will be made very soon. We need another full-time staff member in the office. Ms. Miller asked what was being decided about the position that Jeremy formerly held. Ms. Kahwaty said that she and Jennifer will come up with a new job description for that position.

Proposed Budget for 2022: Ms. Kahwaty said that we need to do more work on this. Ms. Miller said that the \$120,00 rollover was too high. We can't depend on that amount of a rollover every year. It was decided that we table the proposed budget until the February meeting.

2022 Capital Resolution: A motion was made by Ms. Friedrich, seconded by Ms. Meletta, to accept the Resolution for the 2022 Capital Budget. Discussion: None. On a roll call the motion passed.

2022 Money Market Resolution: A motion was made by Ms. Frommer, seconded by Mr. Zurbruegg, to accept the Resolution for the addition of signatories to the Money Market account (adding Jennifer's name). Discussion: None. On a roll call the motion passed.

2022 Petty Cash Resolution: A motion was made by Ms. Friedrich, seconded by Mr. Tomasi, to accept the Resolution for 2022 Petty Cash and Change Funds. Discussion: None. On a roll call the motion passed.

OTHER BUSINESS:

The 1099 forms are ready to be done. Ms. Kahwaty said to let Jennifer know if any Trustees will be attending the next workshop. This counts towards our hours for the State. Ms. Miller thanked Jennifer for all of her hard work these last two weeks. The other Board members all agreed that it has been a challenging time and were very grateful that she is keeping things running smoothly.

There being no further business, a motion was made by Ms. Marinelli, seconded by Mr. Tomasi, to adjourn the meeting. The meeting adjourned at 8:03 AM. The next regular meeting will be Thursday, February 10, 2022 at 7:00 PM, via Zoom.

Respectfully submitted,

Carol Miller, Vice-President/Secretary