

Little Falls Public Library Board of Trustees

Regular Meeting Minutes

April 14, 2022

The regular meeting of the Little Falls Public Library Board of Trustees was called to order at 7:17 PM, Ms. Anne Kahwaty presiding.

Present: Anne Kahwaty, Carol Miller, Adam Zurbruegg, Nancy Friedrich, Peter Tomasi, Jennifer Larrinaga

Absent: Joyce Frommer, Juliann Meletta, Tracey Marinelli, Christine Hablitz

A motion was made by Mr. Zurbruegg, seconded by Mr. Tomasi, to accept the Minutes of the March 10

A motion was made by Ms. Friedrich, seconded by Mr. Zurbruegg, to open the meeting to the public.

Discussion: None. A motion was made by Mr. Zurbruegg, 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 March was made by Ms. Miller, seconded by Mr. Zurbruegg. Discussion: Ms. Kahwaty said that we are mostly on target with our budget. The salary line is less because we are currently not paying for two employees whose positions need to be filled. Ms. Friedrich asked about the cleaning bill. We will re-do the quote to bring the bill down. On a roll call all reports were approved and the motion passed.

A motion was made by Ms. Friedrich, seconded by Mr. Tomasi, to approve the bills for the month of March 2022 for payment, subject to the availability of funds. Discussion: Stacey Myers-Smith: she is the yoga teacher. On a roll call the motion passed.

A motion was made by Ms. Friedrich, seconded by Mr. Zurbruegg, to pay the salaries for the month of April, 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 Mr. Zurbruegg, to accept the Director's Report. Discussion: Courtney did not take the Community Outreach job. Matthew Hardy has been hired; he will start on April 26<sup>th</sup>. Jennifer attended the Township's safety meeting. She will be on leave from April 26<sup>th</sup> until May 9<sup>th</sup>. We received the quarterly check from the Township for \$148,568. Children's programming is in full swing. Sixty people attended the Robotics program. The Book Club is back; there is an evening and a daytime session. Jennifer picked up the iPad for the NJ Health Connect program which will start in May. This is all state funded. No one in library is allowed to help a patron with this because of HIPA rules. Patrons could use the basement room for this for privacy. We will get the word out on social media, website and Township email blast. Associated Fire Protection did inspection and said we need to do upgrades to the system. Two light bulbs were replaced above the front desk; one ballast is broken and will be replaced. Everything has arrived for the Grant Basement project except for the projector. Roku sticks are to help people learn English while watching TV. Jennifer is reaching out to the ESL instructors and volunteers so that this program can begin. She has also completed the midway

survey for the grant. Jennifer attended the Little Falls Biz meeting to introduce herself. She plans to have Matt attend also when he starts in his new position. On a roll call the motion passed.

#### COMMITTEE REPORTS

Executive: Ms. Kahwaty, Ms. Miller, Mr. Zurbruegg: A motion was made by Ms. Friedrich, seconded by Ms. Zurbruegg, to extend the Interim Director position for Jennifer for the month of May 2022. On a voice vote the motion passed.

Building and Grounds: Ms. Kahwaty, Ms. Miller, Ms. Friedrich: The contractor for the Valley Bank construction project came in with his phone number. Any problems, we can contact him. He will move our granite garden bench to another part of our garden so that it does not get damaged while the work is going on. He will also be putting up green fabric fencing around the worksite. They will also be putting in a water-retention system on the property. This whole project is expected to take seven to eight months to complete. We have been assured that the library staff will retain their parking spaces in the old police station parking lot when that property is turned into a coffee shop and museum. Patrons have been asking for handicapped parking spots on Warren Street. Ms. Kahwaty said that the Township will approve an ordinance for one more spot. We will find out in May. Basement project: We received quotes for the cabinets and the plumbing work. A set of vented cabinets will house the various systems (fire, alarm), along with other cabinets which will have locks. Quote is \$8,167. Includes backsplash and laminated countertops. Cabinets will go in before the plumbing. Quote for the plumbing work is \$3,975. This includes swapping the sump pump which will be updated and vented, installing a stainless steel sink and faucet and replacing copper wiring with PVC. The outlet also needs to be brought up to code. We will not get reimbursed for the cabinets and the plumbing. This amount will be taken out of Capital. A motion was made by Ms. Friedrich, seconded by Mr. Tomasi, to accept the proposal quote for the basement cabinet work by Design Tech for \$8,167. On a roll call the motion passed. A motion was made by Mr. Zurbruegg, seconded by Ms. Friedrich, to accept the proposal quote for the plumbing work by Metric Plumbing and Heating for \$3,975. On a roll call the motion passed. Associated Fire Protection quote: The Township Building Inspector confirmed that we need updates. We don't meet today's code. This involves replacing eleven smoke detectors and two new emergency lights, plus three new fire extinguishers and four batteries. Total cost is \$5,762. Funds for this will come out of Maintenance Services in our budget. A motion was made by Ms. Friedrich, seconded by Mr. Zurbruegg, to accept this quote from Associated Fire Protection.

Policy and Planning: Ms. Kahwaty, Ms. Friedrich, Ms. Frommer, Ms. Meletta: Ms. Friedrich asked about our policy concerning banned books. Jennifer said that when a child signs up for a library card, the parent takes responsibility for what books are taken out (this is written on the form). We need a policy in place in case we are challenged. The committee will meet to discuss this.

Human Resources: Ms. Kahwaty, Ms. Miller, Mr. Zurbruegg: Library Director Job Description: Salary requirement is not included in the description. Deadline for resumes to be in is May 31<sup>st</sup>. Search committee will conduct interviews during the month of June. A special Library Board Trustees meeting will be held in July to choose the new director. Community Outreach position: Matt Hardy starts April 25<sup>th</sup>.

School and Outreach: Ms. Marinelli, Ms. Kahwaty, Ms. Friedrich, Mr. Zurbruegg: Linda and Jennifer will be attending Breakfast with the Bunny on April 16<sup>th</sup>. We will ask Matt to coordinate the Farmers Market

schedule for this year. Each Board member needs to volunteer at least once. We will look at promotional ideas, possibly a raffle prize.

Friends: Ms. Kahwaty, Ms. Friedrich, Ms. Meletta: The Book Sale made a profit of approximately \$500. The leftover books were sent to Green Drop. Candy Sale profit was \$296. Peggy Olivi may possibly be the new Treasurer. Group is thinking of doing a re-usable bag fundraiser. Suggestion was made to ask the Little Falls Biz to advertise on the bags. Group would also like to purchase a new sign for over the front door, with new lighting.

Arts and Culture: Ms. Kahwaty, Ms. Miller, Ms. Friedrich, Mr. Zurbruegg: Over the summer the committee will start to get programs together for the upcoming year. Jennifer suggested having an artists' corner in the magazine section of the library.

CORRESPONDENCE: None

OLD BUSINESS:

ARPA Grant: See above

Monthly Trustee Meeting: Every Board member should do two a year. Report your hours to Jennifer. Our hours count towards our State funding.

Dri-Loc/Water Problem: We will look to take care of this over the summer.

NEW BUSINESS:

New Hire: See above

Quote for Plumber, cabinets, Associated Fire Protection: See above

Purchases for Basement/Conference Room: See above

Additional Parking Spot: See above

Telehealth/iPad: See above

Resignation: Juliann Meletta is resigning from the Library Board due to work responsibilities. This will be effective in May.

OTHER BUSINESS:

Reminder that the Trustee Financial Disclosure Statements are due to the Township by April 30<sup>th</sup>.

There being no further business, a motion was made by Ms. Friedrich, seconded by Mr. Zurbruegg, to adjourn the meeting. The meeting adjourned at 8:44 PM. The next regular meeting will be Thursday, May 12, 2022 at 7:00 PM at the library.

Respectfully submitted.

Carol Miller, Vice-President/Secretary