

**Little Falls Public Library Board of Trustees**

**Regular Meeting Minutes**

**December 11, 2025**

The regular meeting of the Little Falls Public Library Board of Trustees was called to order at 7:24 PM, Ms. Anne Kahwaty presiding.

**Present:** Anne Kahwaty, Carol Miller, Nancy Friedrich, Casey Fronzuto, Shana Opdenberg, Christine Hablitz, Jennifer Cole.

**Absent:** Peter Tomasi, Thomas Kazmark, Alexis Ariemma.

A motion was made by Ms. Hablitz, seconded by Ms. Opdenberg, to accept the Minutes of the November 12, 2025 meeting. Discussion: None. On a voice vote the motion passed.

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

A motion was made by Ms. Hablitz, seconded by Ms. Opdenberg, to accept the Financial Report for the month of November 2025. Discussion: Went over in Membership due to switching from Baker and Taylor to Amazon. Jennifer and Ms. Kahwaty are working on the Budget for next year. Would like to increase Programming for Kids and Adults for next year. Jared will be a full-time employee in January. Monies for Children's Furniture will be coming out of Capital early next year. Will look at doing the floors, painting and the front desk next year. All that will come out of Capital. We will hire a part-time person to help Linda. On a roll call the motion passed.

A motion was made by Ms. Friedrich, seconded by Ms. Opdenberg, to approve the bills for November 2025 for payment, subject to the availability of funds. Discussion: It's much easier to read the report now, due to the new format. On a roll call the motion passed.

A motion was made by Ms. Friedrich, seconded by Ms. Opdenberg, to pay the salaries for the month of December 2025, 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. Opdenberg, to accept the Director's Report. Discussion: Jared will be full-time in January.

Programs; NJ Choral Society holiday concert, skin care program. Bernadine winter craft, 12/6 visit with Santa and gingerbread houses, musical theater for fairy tales, 40 kids attended K-Pop party. Air circulator needed work. The back of the granite bench in the garden fell off. We have a temporary security camera at the front of the building; picture quality is better. Received reimbursement of ROID grant monies. Old computers are being replaced with new ones. Travel books will be weeded. On a voice vote the motion passed.

#### **COMMITTEE REPORTS**

Executive: Ms. Kahwaty, Ms. Miller, Mr. Tomasi; Annual review of the Director will take place the week of January 5<sup>th</sup>.

Building and Grounds; Ms. Kahwaty, Ms. Miller, Ms. Friedrich, Mr. Kazmark: We will make a building checklist of each location in the library and what needs to be done. This will be done on a weekly basis.

Policy and Planning: Ms. Kahwaty, Ms. Friedrich, Ms. Fronzuto, Ms. Miller: Security policy is in progress.

Human Resources: Ms. Kahwaty, Ms. Miller, Mr. Tomasi: A part-time person is needed to replace Shannon.

Schools and Outreach; Ms. Fronzuto, Ms. Ariemma, Ms. Friedrich; No report.

Friends: Ms. Friedrich, Ms. Ariemma, Mr. Kazmark: Next meeting is Tuesday, January 20, 2026 at 7:30 pm.

Arts and Culture; Ms. Kahwaty, Ms. Miller, Ms. Friedrich, Mr. Kazmark: Current exhibit is the teacup collection of Anne Kahwaty.

Grants: Ms. Kahwaty, Ms. Hablitz, Ms. Friedrich, Ms. Fronzuto; Still looking for grants.

**CORRESPONDENCE;** None

**OLD BUSINESS;**

New Trustee/Current Trustee Refresher Video Training: We have reached our required yearly hours.

Monthly Trustee Meeting; Report hours to Jennifer

Children's Furniture Delivery: Should be delivered in mid-January 2026.

Computer Upgrade; Six of the seven were completed in December.

Camera Equipment: We are still waiting for quotes.

**NEW BUSINESS;**

Library is closed on Wednesday, December 24<sup>th</sup> and Thursday, December 25<sup>th</sup>.

**OTHER BUSINESS;** None

There being no further business, a motion was made by Ms. Hablitz, seconded by Ms. Opdenberg, to adjourn the meeting. The meeting was adjourned at 7:49 PM.

The next regular meeting will be held on Thursday, January 8, 2026 at 7:00 PM.

Respectfully submitted,

Carol Miller, Vice-President/Secretary