

Little Falls Public Library Board of Trustees

Regular Meeting Minutes

February 13, 2025

The regular meeting of the Little Falls Public Library Board of Trustees was called to order at 7:06 PM, Ms. Anne Kahwaty presiding.

Present: Anne Kahwaty, Carol Miller, Peter Tomasi, Nancy Friedrich, Thomas Kazmark, Shana Opdenberg, Christine Hablitz, Jennifer Cole

Absent: Casey Fronzuto

A motion was made by Ms. Hablitz, seconded by Ms. Opdenberg, to accept the Minutes of the January 9, 2025 regular meeting. Discussion: None. The motion passed on a voice vote.

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

A motion to accept the Financial Report for the month of January 2025 was made by Ms. Hablitz, seconded by Mr. Kazmark. Discussion: Money allotted to programming this year will be \$20,000 for children; \$20,000 for adults. Jeff is buying new equipment for filming. On a roll call the motion passed.

A motion was made by Ms. Opdenberg, seconded by Ms. Hablitz, to approve the bills for January 2025 for payment, subject to the availability of funds. Discussion: The library has purchased museum passes for the Guggenheim Museum. On a roll call the motion passed.

A motion was made by Mr. Kazmark, seconded by Ms. Opdenberg, to pay the salaries for the month of February 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: An article about our Abe Vigoda display appeared in the NJLA newsletter. We are offering classes for patrons to teach them how to use Libby and Hoopla. The Mystery section is being weeded. The CD collection is being brought downstairs to be more visible to the public. Programs: Drop-in Valentines class, college planning, Yeti storytime, Ramadan storytime, Social Security workshop, Chef Lisa – Pastabilities, Mah Jong classes, Passaic County Clerk. Maintenance was done on the water fountain. Circulation pump was fixed. Jennifer applied for a new P-Card. The Friends group gave \$2,025 towards the installation and purchase of the outside sign above the front doors. On a roll call the motion passed.

COMMITTEE REPORTS:

Executive: Ms. Kahwaty, Ms. Miller, Mr. Tomasi: No report.

Building and Grounds: Ms. Kahwaty, Ms. Miller, Ms. Friedrich: See above.

Policy and Planning: Ms. Kahwaty, Ms. Friedrich, Ms. Fronzuto, Ms. Miller: Working on Security policy, Public Computers policy and Photograph and Video policy.

Human Resources; Ms. Kahwaty, Ms. Miller, Mr. Tomasi: No report.

School and Outreach: Ms. Opdenberg, Ms. Friedrich: No report.

Friends: Ms. Kahwaty, Mr. Kazmark, Ms. Friedrich, Ms. Fronzuto: Next meeting if Tuesday, February 18th at 7:30 PM. There will be a Belle Notte fundraiser on February 26th.

Arts and Culture: Ms. Miller, Ms. Friedrich, Mr. Kazmark: Current display is by the Paterson Museum; Wright Aero photos and artifacts.

Grants: Ms. Kahwaty, Ms. Friedrich, Ms. Fronzuto, Ms. Hablitz: Citi Green grant; can attend workshop for free. They are lending garden tools to us. There will be a Summer Solstice Garden Party in June. Also looking for a grant for senior programs and an historical NJ grant.

Strategic Planning for 2025 to 2030: So far we have received 216 replies. Survey ends February 14th.

CORRESPONDENCE: None

OLD BUSINESS:

New Trustee/Current Trustee Refresher Video Training: Report hours to Jennifer

Monthly Trustee Meeting: Report hours to Jennifer

Library Website Hosting Company: Need to replace by October 2025

P-Card Program Replacement: P-card is being replaced.

NEW BUSINESS:

Douglas Zucker – ICE Protocol for Libraries: We received a letter from Mr. Zucker explaining what to do.

LED Lighting Quotes: We received three quotes. A motion was made by Ms. Hablitz, seconded by Ms. Opdenberg, to hire Illumelectric, for a cost of \$18,410. On a voice vote the motion carried.

Cleanup Remediation of Storage and Utility Rooms: There is some corrosion with the plumbing. Needs maintenance.

Library Closed – Monday, February 17th.

Meeting Date Change – Our next Trustee meeting will be Wednesday, March 12th.

New Board Member Expected in March: Alexis Auriemma will be our newest Trustee, beginning in March 2025.

P-Card: In process

1096 and 1099s: Have gone out

State Report Due March 17, 2025: Jennifer is working on it

OTHER BUSINESS: None.

There being no further business, a motion was made by Ms. Friedrich, seconded by Ms. Opdenberg, to adjourn the meeting. The meeting was adjourned at 7:39 PM. The next regular meeting will be held on Wednesday, March 12, 2025 at 7:00 PM.

Respectfully submitted,

Carol Miller, Vice-President/Secretary