

Little Falls Public Library Board of Trustees

Regular Meeting Minutes

January 9, 2025

The regular meeting of the Little Falls Public Library Board of Trustees was called to order at 7:05 PM, Ms. Anne Kahwaty presiding.

Present: Anne Kahwaty, Carol Miller, Peter Tomasi, Nancy Friedrich (via Zoom), Casey Fronzuto, Thomas Kazmark, Shana Opdenberg, Christine Hablitz, Jennifer Cole

Absent: Adam Zurbruegg

A motion was made by Ms. Hablitz, seconded by Mr. Kazmark, to accept the Minutes of the December 12, 2024 regular meeting. Discussion: None. The motion passed on a voice vote.

A motion was made by Ms. Fronzuto, seconded by Ms. Opdenberg, to open the meeting to the public. Discussion: None. A motion was made by Mr. Kazmark, 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 December 2024 was made by Ms. Hablitz, seconded by Ms. Fronzuto. Discussion: We received the quarterly payment from the Township. We are at 81 percent for the year. Waiting for final confirmation for PERS and health benefits figures. On a roll call the motion passed.

A motion was made by Mr. Kazmark, seconded by Ms. Opdenberg, to approve the bills for December 2024 for payment, subject to the availability of funds. Discussion: None. On a roll call the motion passed.

A motion was made by Mr. Tomasi, seconded by Ms. Fronzuto, to pay the salaries for the month of January 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. Opdenberg, seconded by Ms. Fronzuto, to accept the Director's Report. Discussion: Linda and Joe rejoined their various PALS/PLUS committees. Jared joined Tech Services committee. Jennifer returned from medical leave on December 23rd. Programs: CASA, Paterson Museum Wright Aero, Titanic, Medium/Psychic, Garden Club, Chef Lamont. Computer Building, Sign and Sing, Jackbox Game Night. Library's P-Card is going away. Need to find a solution. Eli is discontinuing his tech services to libraries. PALS/PLUS has provided two names for tech support. Optimum upgraded our WiFi today. Speed is up now.

COMMITTEE REPORTS:

Executive: Ms. Kahwaty, Ms. Miller, Mr. Tomasi: Will be meeting on January 14th to do Jennifer's review.

Building and Grounds: Ms. Kahwaty, Ms. Miller, Ms. Friedrich: There is a white mold problem downstairs on the outer wall facing the new construction. The new holiday lights were put up outside the front of the building for the season. Jennifer is getting quotes for the inside overhead lights.

Policy and Planning: Ms. Kahwaty, Ms. Friedrich, Ms. Fronzuto, Ms. Miller: We will be looking at three more policies next month.

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

School and Outreach: Ms. Opdenberg, Mr. Zurbruegg, Ms. Friedrich: The Patel family donation reception is next Thursday at 7PM. Teachers are invited also.

Friends: Ms. Kahwaty, Mr. Kazmark, Ms. Friedrich, Ms. Fronzuto: Next meeting is January 21st. Friends can now fundraise; 501C3 exemption has been re-instated.

Arts and Culture: Ms. Miller, Ms. Friedrich, Mr. Zurbruegg, Mr. Kazmark: Paterson Museum exhibit on Wright Aero is on display.

Grants: Ms. Kahwaty, Ms. Friedrich, Ms. Fronzuto, Ms. Hablitz: Linda submitted a grant for the garden and also one for a sewing machine. We are looking for grants for children's furniture.

Strategic Planning for 2025 to 2030: Town-wide survey is ready to go today. Will be at the front desk, Town Hall, library social media, email blast, Civic Center. We are limited to ten questions.

CORRESPONDENCE: None.

OLD BUSINESS:

New Trustee/Current Trustee Refresher Video Training: Report hours

Monthly Trustee Meeting: Report hours

Library Website Hosting Company: Need to replace by October 25th

NEW BUSINESS:

Review/Approve 2025 Budget: \$20,000 for Children's programming and \$20,000 for Adult programming. We have enough if we need to bring in a part-timer to help out with programming for kids. Amount for magazines has gone down; patrons can get them from Libby and Hoopla. A motion to approve the 2025 budget was made by Ms. Fronzuto and seconded by Ms. Opdenberg. On a roll call the motion passed.

Review/Approve 2025 Staff Increases: We need to bring up our staff salaries closer to State guidelines. A motion was made by Ms. Hablitz, seconded by Ms. Opdenberg, to accept the staff increases as recommended. On a roll call the motion passed. Raises will be retroactive to January 1st.

2025 Resolutions:

Capital Budget Resolution: As of December 31, 2024 the balance in the Capital account is \$62,017.95. Proposed amount to rollover from the budget to Capital is \$137,002. Balance would then be \$199,019.95. Monies will be used for new lighting fixtures, children's furniture, shades and Mystery bookshelves. A motion to accept the Capital Budget Resolution was made by Ms. Fronzuto and seconded by Mr. Kazmark. On a roll call the motion passed.

Petty Cash and Change Fund Resolution: Jennifer has been designated to oversee the petty cash fund. A motion was made by Ms. Opdenberg, seconded by Ms. Fronzuto, to accept the Petty Cash and Change Fund resolution. On a roll call the motion passed.

Resolution to Approve the Addition of Signatories to the Money Market Account of the Little Falls Public Library at Provident Bank: A motion was made by Mr.

Kazmark. Seconded by Ms. Opdenberg, to approve this resolution. On a roll call the motion passed.

Patel Reception: Will be on January 16th at 7 PM in the library.

Library Closing: Library will be closed for MLK Day on Monday, January 20th.

2024 Year In Review: Jennifer prepared the year in review. She updates it quarterly.

Staff Appreciation Event for 2024: The staff does not want food this year. They asked for gift cards instead. Each staff member will receive a \$20 gift card.

P-Card Program Replacement: See above.

OTHER BUSINESS:

Trustee Resignation: Adam Zurbruegg has resigned as a Library Board Trustee due to new job responsibilities.

March 13th Board Meeting Date: Due to Parent-Teacher conferences, the March Board meeting needs to be changed to Wednesday, March 12th. A motion to change the date was made by Ms. Opdenberg, seconded by Ms. Hablitz. On a voice vote the motion carried.

There being no further business, a motion was made by Ms. Opdenberg, seconded by Ms. Fronzuto, to adjourn the meeting. The meeting was adjourned at 8:11 PM. The next regular meeting will be held on Thursday, February 13, 2025 at 7:00 PM.

Respectfully submitted,

Carol Miller. Vice-President/Secretary