

Little Falls Public Library Board of Trustees

Regular Meeting Minutes

March 14, 2024

The regular meeting of the Little Falls Public Library Board of Trustees was called to order at 7:08 PM, Ms. Anne Kahwaty presiding.

Present: Anne Kahwaty, Carol Miller, Peter Tomasi, Nancy Friedrich, Casey Fronzuto, Thomas Kazmark, Shana Opdenberg, Jennifer Cole. Adam Zurbruegg arrived at 7:20 PM.

Absent: Christine Hablitz

A motion was made by Mr. Tomasi, seconded by Ms. Friedrich, to accept the Minutes of the February 8, 2024 regular meeting. Discussion: None. The motion passed on a voice vote, with Ms. Friedrich and Ms. Opdenberg abstaining.

A motion was made by Mr. Kazmark, seconded by Mr. Tomasi, to open the meeting to the public. Discussion: None. A motion was made by Mr. Tomasi, seconded by Mr. Kazmark, 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 February 2024 was made by Ms. Friedrich, seconded by Mr. Tomasi. Discussion: Ms. Kahwaty reported that we are making about \$700 a month in interest. On a roll call the motion passed.

A motion was made by Mr. Kazmark, seconded by Ms. Fronzuto, to approve the bills for February 2024 for payment, subject to the availability of funds. Discussion: The cleaning bill is higher. We needed a scissor lift to clean the fans. We replaced the sink in the janitor's closet. On a roll call the motion passed.

A motion was made by Mr. Tomasi, seconded by Ms. Friedrich, to pay the salaries for the month of March 2024, 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 Mr. Tomasi, to accept the Director's Report. Discussion: There was a lot of professional development this month. The staff received guidelines about what to do if a First Amendment Auditor came into the library to film. Jennifer will welcome them in, but they cannot film in the bathrooms or in staff areas. Mr. Tomasi asked what we would do if they wanted to film the children. Ms. Kahwaty said that the children are in a public space and there is nothing we can do. The goal of these people is to instigate to see if their rights will be infringed upon and also to antagonize. It is their right to do this. The staff has been educated about how to deal with this situation. Saturday, March 16<sup>th</sup> is a Maker's Day event – families will be making birdhouses. The Teens will be teaching crocheting. The new sink in the closet has been installed. Spring maintenance has been done on the A/C units. Associated Fire did their yearly maintenance and everything is good. We

received our first quarterly payment from the Township. Breakfast with the Bunny will be at the Rec on Saturday, March 29<sup>th</sup>. 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: The daffodils are coming up.

Policy and Planning: Ms. Kahwaty, Ms. Miller, Ms. Friedrich, Ms. Fronzuto: The Comp Time policy has been put together. This applies to full-time staff who work more than 35 hours a week. For every extra hour worked, they get an hour of comp time. They must use this within 30 days. This is a benefit, not something that we are required to do. A motion was made by Mr. Tomasi, seconded by Ms. Friedrich, to accept the Comp Time policy. On a roll call the motion passed. Effective March 14, 2024 this policy will be incorporated into our Personnel Policy.

Human Resources: Ms. Kahwaty, Ms. Miller, Ms. Tomasi: Jennifer is interviewing for a new library assistant.

School and Outreach: Ms. Opdenberg, Ms. Kahwaty, Ms. Friedrich, Mr. Zurbruegg: Ms. Opdenberg reported that the Little Falls Education Foundation is giving out special glasses for the solar eclipse on April 8<sup>th</sup> to all students. Jennifer tried, but could not get any for our library patrons. Work on the roof on the old police station will impact parking in the lot for a two to three week period. Cars can park in the parking lot of the Little Falls United Methodist Church.

Friends: Ms. Kahwaty, Ms. Friedrich, Ms. Fronzuto: Next meeting is March 19<sup>th</sup>. They are waiting for their non-profit status to be received. They are thinking about a Mother's Day Tea, but they need to get sponsorships.

Arts and Culture: Ms. Kahwaty, Ms. Miller, Ms. Friedrich, Mr. Zurbruegg: Coming up next is a 3D Lego display, followed by a crochet/needlework exhibit.

Grants: Ms. Kahwaty, Ms. Friedrich, Ms. Fronzuto, Ms. Hablitz: The previously discussed AARP grant is more of a town-based grant than a library grant.

CORRESPONDENCE: None.

#### OLD BUSINESS:

Monthly Trustee Meeting: Report hours to Jennifer.

March New Trustee Training: Will take place on Saturday, March 23<sup>rd</sup> from 9AM until 4PM. This year it is on-line (remote). Let Jennifer know if you attend. We need seven hours each year in order for us to receive our funding.

#### NEW BUSINESS:

Comp Time Policy: See above.

Freedom to Read Bill S2421 and A3446: This is a bill currently in the NJ State Legislature. It is trying to make banning books illegal. This is happening in school libraries, as well as public libraries. Ms. Kahwaty

said that our Trustees can make their own personal decisions about it. We will not be responding as a Board. A sample letter is enclosed in our packets.

2023 State Report: Completed.

Naloxone Overdose Drug: Staff knows about it; expiration dates will be checked.

Holiday Closure: The library will be closed on Good Friday, March 29<sup>th</sup>, and the Saturday before Easter, March 30<sup>th</sup>.

Staff Emergency List: This has been prepared for library purposes only.

OTHER BUSINESS: None.

There being no further business, a motion was made by Ms. Friedrich, seconded by Mr. Tomasi, to adjourn the meeting. The meeting adjourned at 7:49 PM. The next regular meeting will be held on Thursday, April 11, 2024 at 7:00 PM.

Respectfully submitted,

Carol Miller, Vice-President/Secretary