

Little Falls Public Library Board of Trustees

Regular Meeting Minutes

November 13, 2024

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, Adam Zurbruegg, Nancy Friedrich, Christine Hablitz, Tom Kazmark (via Zoom), Jennifer Cole

Absent: Casey Fronzuto, Shana Opdenberg

A motion was made by Ms. Friedrich, seconded by Ms. Hablitz, to accept the Minutes of the October 10, 2024 regular meeting.

Discussion: None. The motion passed on a voice vote, with Mr. Kazmark and Mr. Zurbruegg abstaining.

A motion was made by Mr. Zurbruegg, seconded by Ms. Friedrich, to open the meeting to the public. Discussion: None. A motion was made by Ms. Hablitz, seconded by Mr. Tomasi, 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 October 2024 was made by Ms. Hablitz, seconded by Mr. Tomasi. Discussion: Our budget is at 64 percent; we are in good shape. We need to change the name of our bank on the forms from Lakeland Bank to Provident Bank due to bank merger.

A motion was made by Ms. Friedrich, seconded by Mr. Tomasi, to approve the bills for October 2024 for payment, subject to the availability of funds. Discussion: We have purchased outside holiday lights – something new for this year. On a roll call the motion passed.

A motion was made by Mr. Zurbruegg, seconded by Ms. Friedrich, to pay the salaries for the month of November 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. Friedrich, seconded by Ms. Hablitz, to accept the Director's Report. Discussion: Jennifer attended Township safety meeting. She will be back from medical leave on December 13th. Programs: Marvel Trivia, Bird Bingo, Girl Scouts Robotics Team, Garden Club, Super Mario Party, author Jon D'Amore, Advanced Yoga. We received our per capita State Aid and one-half of a mil. An anonymous patron donated geography books for the kids in memory of a friend. The lock was repaired on the front door. The front windows were cleaned. The new cleaning company started working on November 2nd. Holiday lights were purchased for outside the front door. The boiler has been inspected. Classes are visiting the library. On a roll call the motion passed.

COMMITTEE REPORTS:

Executive: Ms. Kahwaty, Ms. Miller, Mr. Tomasi: We will meet to discuss salary increases next month.

Building and Grounds: Ms. Kahwaty, Ms. Miller, Ms. Friedrich: Window cleaning, holiday lights, A/C is getting cleaned in the Spring, walkway was completed, Jennifer will pick up the poinsettias. We received one proposal so far for new children's furniture. Millenium will look for a grant for children's furniture. We are looking at replacement lights for inside the library. Jennifer will get quotes for everything. She will ask each bidder to itemize everything.

Policy and Planning: Ms. Kahwaty, Ms. Friedrich, Ms. Fronzuto, Ms. Miller: Updating new policies.

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

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

Friends: Ms. Kahwaty, Mr. Kazmark, Ms. Friedrich, Ms. Fronzuto: Next meeting is Tuesday, November 19th.

Arts and Culture: Ms. Miller, Ms. Friedrich, Mr. Zurbruegg, Mr. Kazmark: We are booked until July with exhibitors. Current display is Abe Vigoda memorabilia.

Grants: Ms. Kahwaty, Ms. Friedrich, Ms. Fronzuto, Ms. Hablitz: Applying for a Citi Green grant for a sensory garden for kids for outside the front of the library; also children's furniture. Ms. Friedrich suggested looking for grants for the lights.

Strategic Planning Committee: We need to decide on ten questions for the survey. We will do Survey Monkey. Will be sent out to library patrons and also on the Township email blast. Hard copies will be available at the front desk. Survey will run from January 15th until February 15th, 2025.

CORRESPONDENCE: None.

OLD BUSINESS:

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

Monthly Trustee Meetings: Report hours to Jennifer.

Library Website Hosting Company: Need to find a replacement by October 2025.

NEW BUSINESS:

PALS/PLUS Shared Services Resolution and Agreement 2024: A motion was made by Ms. Friedrich, seconded by Mr. Tomasi, to accept the resolution and agreement. On a roll call the motion passed.

Douglas Zucker – Replacement Lawyer Resolution and Engagement Agreement: A motion was made by Mr. Tomasi, seconded by Ms. Friedrich, to accept the resolution to appoint him as our attorney and also to accept the engagement agreement. On a roll call the motion carried.

Little Falls Public Library Board of Trustees Meeting Dates and Library Closures for 2025: A motion to accept the dates and schedule was made by Ms. Hablitz, seconded by Mr. Zurbruegg. On a roll call the motion carried.

OTHER BUSINESS:

The staff holiday luncheon will be held in January.

There being no further business, a motion was made by Ms. Friedrich, seconded by Ms. Hablitz, to adjourn the meeting. The meeting was adjourned at 7:45 PM. The next regular meeting will be held on Thursday, December 12, 2024 at 7:00 PM.

Respectfully submitted

Carol Miller, Vice-President/Secretary