

Little Falls Public Library Board of Trustees

Regular Meeting Minutes

November 12, 2025

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, Casey Fronzuto, Thomas Kazmark, Christine Hablitz, Jennifer Cole. Alexis Ariemma arrived at 7:10 PM.

Absent: Shana Opdenberg, Nancy Friedrich

A motion was made by Ms. Fronzuto, seconded by Mr. Kazmark, to accept the Minutes of the October 9, 2025 meeting. Discussion: None. On a voice vote the motion passed.

A motion was made by Ms. Hablitz, seconded by Ms. Fronzuto, to open the meeting to the public. Discussion: None. A motion was made by Mr. Kazmark, seconded by Ms. Ariemma, 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. Fronzuto, to accept the Financial Report for the month of October 2025. Discussion: We will be signing a contract for \$45,000 for the furniture for the children's section. Will consist of six rectangular tables, chairs and storage cabinets. Money will be taken out of Capital account. This has been approved by the consortium. There has been a change in staffing. A part-time employee will be full-time in January. FICA and PERS will be going up. There is a surplus in Staffing on the budget side. On a roll call the motion passed.

A motion was made by Ms. Fronzuto, seconded by Mr. Kazmark, to approve the bills for October 2025 for payment, subject to the availability of funds. Discussion: Linda is now ordering children's books from ABDO. Some back-order items from Baker and Taylor are still coming in. We are ordering from Amazon right now. We are pretty much done ordering books for this year. On a roll call the motion passed.

A motion was made by Ms. Hablitz, seconded by Ms. Fronzuto, to pay the salaries for the month of November 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 Mr. Kazmark, seconded by Ms. Fronzuto, to accept the Director's Report. Discussion: Shannon is leaving on Friday, November 21<sup>st</sup>. Jared will be Information Technology librarian, full-time, in January.

Programs: Author Barbara Warton. Composting Workshop, Medium Lee Vanzyl. Dog Man Party, Upcoming in December: PVHS Holiday Concert and Santa and Gingerbread House program. The boiler passed inspection. We need a new security camera system not made in China. Would like two additional cameras. Waiting for quotes. NJLA Membership Program: \$780. Discounts on books, prime membership with Amazon, Amazon Business Books for libraries. Verkada, a security camera company, is doing a one-month trial with a security camera. The new fiction and non-fiction books were re-organized. Phase One of the children's furniture: Two new computer tables, cushions on carts, all rectangular tables, table height is adjustable, moving table cart for Linda, locked storage cabinets. Eight to twelve weeks delivery. On a voice vote the motion passed.

## **COMMITTEE REPORTS**

Executive: Ms. Kahwaty, Ms. Miller, Mr. Tomasi: Annual review for Director will take place in January 2026.

Building and Grounds: Ms. Kahwaty, Ms. Miller, Ms. Friedrich, Mr. Kazmark: This will be the last year for outside Christmas lights.

Policy and Planning: Ms. Kahwaty, Ms. Friedrich, Ms. Fronzuto, Ms. Miller: Public Internet Policy is concerned with usage and child safety. Any policies that have to do with the public will be available on the library website. A motion was made by Ms. Hablitz, seconded by Mr. Tomasi, to accept this policy. On a roll call the motion passed.

Human Resources: Ms. Kahwaty, Ms. Miller, Mr. Tomasi: See above.

**Schools and Outreach:** Ms. Fronzuto, Ms. Ariemma, Ms. Friedrich: Information on library museum passes will be available for parents on their Friday folders.

**Friends:** Ms. Friedrich, Ms. Ariemma, Mr. Kazmark: Next meeting is Tuesday, November 18<sup>th</sup> at 7:30 PM. Group is donating \$3,000 for the 2026 Summer Reading program.

**Arts and Culture:** Ms. Kahwaty, Ms. Miller, Ms. Friedrich, Mr. Kazmark: Current exhibit is Phase II of Abe Vigoda memorabilia.

**Grants:** Ms. Kahwaty, Ms. Hablitz, Ms. Friedrich, Ms. Fronzuto: Jeff and Joe are filming at local landmarks. The final report for Citi Green is due November 26<sup>th</sup>.

**Film Festival.**

#### **CORRESPONDENCE:**

The Woman's Club of Little Falls sent a thank-you note for allowing them to recently display their historical memorabilia. Carol Miller sent a sympathy thank you note to both the Library and the Library Board of Trustees for the flowers and food. The gestures were greatly appreciated.

#### **OLD BUSINESS**

**New Trustee/Current Trustee Refresher Video Training and Monthly Trustee Meeting:** Report hours to Jennifer.

**Children's Furniture in Progress:** See above.

**Computer Upgrade (7) in Progress:** See above.

**Treasurer Bonding for Mr. Tomasi:** The paperwork has been completed.

#### **NEW BUSINESS**

**Lawsoft Camera Replacement:** Will be done in first quarter of 2026.

**2026 PALS/PLUS Voting Representative and Alternate Resolution:** A motion was made by Ms. Hablitz, seconded by Ms. Ariemma, to approve Jennifer as our voting representative and Joe as our alternate. On a roll call the motion passed.

**Library Closures:** The library will be closed on November 11<sup>th</sup> for Veteran's Day and on November 27<sup>th</sup> for Thanksgiving.

**2026 Board of Trustees Meeting Dates and Library Closings:** A motion was made by Ms. Fronzuto, seconded by Mr. Kazmark, to change the March 2026 Board meeting to Wednesday, March 11<sup>th</sup> and the April 2026 Board meeting to Thursday, April 16<sup>th</sup>. On a roll call the motion passed.

**OTHER BUSINESS:** None

There being no further business, a motion was made by Ms. Fronzuto, seconded by Ms. Hablitz, to adjourn the meeting. The meeting was adjourned at 7:58 PM.

The next regular meeting will be held on Thursday, December 11, 2025 at 7:00 PM.

Respectfully submitted.

Carol Miller, Vice-President/Secretary