Little Falls Public Library Board of Trustees

Regular Meeting Minutes

October 9, 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, Casey Fronzuto, Thomas Kazmark, Nancy Friedrich, Shana Opdenberg, Jennifer Cole

Absent:  Alexis Ariemma, Christine Hablitz

A motion was made by Ms. Friedrich, seconded by Ms. Opdenberg, to accept the Minutes of the September 11. 2025 meeting.  Discussion:  None.  On a voice vote the motion passed.

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

A motion was made by Ms. Friedrich, seconded by Ms. Opdenberg, to accept the Financial Report for the month of September 2025.  Discussion:  We are overbudgeted in two areas: Operating Services and Operating Supplies.  A motion was made by Ms. Opdenberg, seconded by Ms. Friedrich, to move $10,000 from FICA/PERS and put $5,000 in Operating Services and $5,000 in Operating Supplies.  On a roll call the motion passed.  Baker and Taylor, our book supplier, is going out of business. We need to find another place to get books.  Amazon may be one option; we will hold back the book bills for now.  Amazon will not cover the purchased books.  We will have to take on that job, which will be costly.  We will wait for the NJ State Library to give us more information.  The one-third of a mil for 2026 is $904,047.  This is a nine percent increase, or $80,000 more than last year.  We will be able to do more programming and also increase salaries.  State Aid for next year has increased by $25, for a total o $7,234.  On a roll call the motion passed.

A motion was made by Mr. Kazmark, seconded by Mr. Tomasi, to approve the bills for September 2025 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. Opdenberg, to pay the salaries for the month of October 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:  Jennifer attended the PALS/PLUS meeting on 9/25. Programs:  Girl Scouts Robotics Team, College info session, Salt Marsh theme scavenger hunt, Bats program. Halloween party on 10/29. Oktoberfest music, Exorcism program on 10/16, Seeds program 10/27, Paranormal investigators on 10/30.  The water fountain bubbler was fixed.  Winter maintenance was done on the HVAC system.  The leak in the public bathroom sink was fixed. On 10/22 the outside sprinkler system will be turned off.  Weeding is being done on the Travel collection and Junior Fiction.  The audit was completed; everything is good.  Linda attended the Back to School literary event at St. John's Church.  Jennifer and Anne are working on a weekly, monthly and yearly checklist for the building.  On a voice vote the motion passed.

COMMITTEE REPORTS

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

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

Policy and Planning:  Ms. Kahwaty, Ms. Friedrich, Ms. Fronzuto, Ms. Miller:  The Program Development and Cancellation Policy was presented.  After a discussion, a motion was made by Mr. Tomasi, seconded by Mr. Kazmark, to accept the policy.  On a voice vote the motion passed. The committee has six other policies to go over.

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

School and Outreach:  Ms. Fronzuto, Ms. Ariemma, Ms. Friedrich:  No report.

Friends:  Ms. Friedrich, Ms. Ariemma, Mr. Kazmark:  Next meeting is Tuesday, October 21st at 7:30 PM.  They are running a bulb fundraiser.  The goal is to reach a balance of $10,000 by the end of the year.

Arts and Culture:  Ms. Kahwaty, Ms. Miller, Ms. Friedrich, Mr. Kazmark:  Current exhibit is about Abe Vigoda.  This is Part Two of his collection.

Grants:  Ms. Kahwaty, Ms. Friedrich, Ms. Fronzuto, Ms. Hablitz:  Next week will be the first video presented being made with the new equipment from the Rev250 grant.  CitiGreen grant:  The beds are getting made ready for the winter.  There are no furniture grants yet.  Two companies have given us quotes.  We will buy thirty cushions, then the tables and chairs will be replaced. We would like to order by the end of the year.

CORRESPONDENCE: None

OLD BUSINESS:

New Trustee/Current Trustee Refresher Video Training and Monthly Trustee Meeting: We have met the seven hour requirement for this year.

NEW BUSINESS:

Proposed Changes to Budget vs. Actual: See above.

Program/Program Cancellation Policy: See above.

Received 2026 One-third of a Mil: See above.

Received State Library Per Capita State Aid for 2026: See above.

Completion of 2025 Audit Report: See above.

Change November Board Date from 11/13 to 11/12: A motion was made by Ms. Friedrich, seconded by Mr. Kazmark, to change the date of next month's Board meeting from Thursday, November 13th to Wednesday, November 12th. On a voice vote the motion passed.

OTHER BUSINESS:

The Little Falls Public Library's Treasurer's bonding will be discussed at our November 2025 meeting.

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 7:40 PM.

The next regular meeting will be held on Wednesday, November 12, 2025 at 7:00 PM.

Respectfully submitted,

Carol Miller, Vice-President/Secretary