

Little Falls Public Library Board of Trustees

Regular Meeting Minutes

June 12, 2025

The regular meeting of the Little Falls Public Library Board of Trustees was called to order at 7:04 PM, Ms. Anne Kahwaty presiding.

Present: Anne Kahway, Carol Miller, Peter Tomasi, Casey Fronzuto, Thomas Kazmark, Alexis Ariemma, Christine Hablitz, Jennifer Cole. Nancy Friedrich arrived at 7:15 PM.

Absent: Shana Opdenberg

A motion was made by Ms. Fronzuto, seconded by Ms. Hablitz, to accept the Minutes of the May 8, 2025 regular meeting. Discussion: Correction – Friends meeting will be held on May 20<sup>th</sup>. The motion passed on a voice vote.

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

A motion to accept the Financial Report for the month of May 2025 was made by Ms. Fronzuto, seconded by Mr. Kazmark. Discussion: Budget vs. Actual – Line for Repairs has been exceeded. \$3,500 will be moved from Membership/Conferences to Repairs. We moved money into Computers for when Windows 11 comes up plus WiFi update. Lots of usage of WiFi now. We were awarded the \$6,000 State History grant. We will start a YouTube channel with that money. Budget will now show Grants for Adults and Grants for Children. We did not get the Senior Creative grant for photography. The \$3,000 Citi Green grant for Children was matched by the library for a total of \$6,000. On a voice vote the motion passed.

A motion was made by Ms. Hablitz, seconded by Ms. Ariemma, to approve the bills for May 2025 for payment, subject to the availability of funds. Discussion: None. On a roll call the motion passed.

A motion was made by Ms. Hablitz, seconded by Ms. Ariemma, to pay the salaries for the months of June, July and August 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. Tomasi, seconded by Ms. Hablitz to accept the Director's Report. Discussion: The staff attended several webinars. Excellent program on the style of Jackie Kennedy was well-attended. Joe and Shannon are teaching patrons how to use E-readers. Summer Solstice party will be held later this month. Other programs: Passport services, Veteran IDs, Notary renewals, evening storytimes in the summer, college essay writing, animal tracking talk. Smitty's Landscaping turned on the sprinklers. Corroded pipe in the basement was replaced. All up to code now. Back door camera has been fixed. New coin machine was installed for photocopies. Submitted first phase of new website info-needed by October. We start June 22<sup>nd</sup> at the Farmers Market. 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: See above. The front garden is well underway. Outside party is June 20<sup>th</sup>.

Policy and Planning: Ms. Kahwaty, Ms. Friedrich. Ms. Fronzuto, Ms. Miller: Will meet over the summer to go over six policies. Going forward, anyone who wishes to present a program needs to fill out a questionnaire.

Human Resources: Ms. Kahwaty, Ms. Miller, Mr. Tomasi: Interviews are on-going to fill Kevin's position. Plans are to have someone in place by the end of June.

School and Outreach: Ms. Opdenberg, Ms. Friedrich: See above.

Friends: Ms. Kahwaty, Mr. Kazmark. Ms. Friedrich, Ms. Fronzuto: Next meeting is Tuesday, June 17<sup>th</sup> at 7:30 PM. Event at Just Jakes had a great turnout. Friends will be at the Farmers Market this summer.

Exhibits and Displays: Mr. Kazmark, Ms. Miller, Ms. Friedrich: This month's display is Classics Illustrated – Comic book style.

Grants: Ms. Kahwaty, Ms. Friedrich, Ms. Fronzuto, Ms. Hablitz: See above.

Strategic Plan: We will have completed the final draft by the end of August. The committee will meet during the summer. After that we will do the Capital Plan.

## CORRESPONDENCE

None

## OLD BUSINESS:

New Trustees/Current Trustees: Report hours

Monthly Trustee Meetings: Report hours

Library Website: See above

Summer Solstice Garden Party: Dignitaries have been invited. Jenn, Jeff and Linda are planning the event.

## NEW BUSINESS:

Proposed Budget: See above

2025 Summer Reading Kick-off: Will be held on Saturday, June 14<sup>th</sup>.

Summer Solstice Party: See above.

Friends of the LFPL: Working on a memorandum of understanding and rules of engagement, clarifying responsibilities.

## OTHER BUSINESS:

Jenn will buy \$10 to \$15 worth of fruit to feed the kids after school and also patrons who are here all day.

There being no further business, a motion was made by Ms. Fronzuto, seconded by Ms. Ariemma, to adjourn the meeting. The meeting was adjourned at 7:38 PM. The next regular meeting will be held on Thursday, September 11, 2025 at 7:00 PM.

## LITTLE FALLS PUBLIC LIBRARY BOARD OF TRUSTEES 2025 REORGANIZATION MEETING

The June 12, 2025 Little Falls Public Library Board of Trustees meeting was adjourned sine die at 7:38 PM. Ms. Jennifer Cole took the Chair.

The Chair asked for nominations for President. Anne Kahwaty was nominated by Christine Hablitz, seconded by Nancy Friedrich. There being no further nominations, the nominations for President were closed

The Chair asked for nominations for Vice-President/Secretary. Carol Miller was nominated by Anne Kahwaty, seconded by Tom Kazmark. There being no further nominations, the nominations for Vice-President/Secretary were closed.

The Chair asked for nominations for Treasurer. Peter Tomasi was nominated by Anne Kahwaty, seconded by Nancy Friedrich. There being no further nominations, the nominations for Treasurer were closed.

The Chair asked for a motion to approve the nominations. A motion was made by Ms. Kahwaty, seconded by Ms. Fronzuto, to approve the nominations. There was no discussion. On a roll call, the Board being unanimous, the Chair cast a single ballot electing the entire slate.

Ms. Anne Kahwaty, President, assumed the Chair at 7:42 PM.

**Banks and Accounts:** Mr. Kazmark made a motion naming Provident Bank as the location of the library's accounts in 2025-2026. Mr. Tomasi seconded the motion, which passed unanimously on a roll call.

**Attorney:** Ms. Fronzuto made a motion naming Douglas Zucker, Esq. as the attorney for the library's legal assistance in 2025-2026. Ms. Hablitz seconded the motion, which passed unanimously on a roll call.

**Auditor:** Mr. Kazmark made a motion naming the independent auditing firm of Weilkotz and Co. as the auditor for the library in 2025-2026. Mr. Tomasi seconded the motion, which passed unanimously on a roll call.

**COMMITTEES (Review, Change and/or Replacement):**

**Executive:** Ms. Kahwaty, Ms. Miller, Mr. Tomasi

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

Policy and Planning: Ms. Kahwaty, Ms. Friedrich, Ms. Fronzuto, Ms. Miller  
Human Resources: Ms. Kahwaty, Ms. Miller, Mr. Tomasi, Ms. Fronzuto  
Schools and Outreach: Ms. Kahwaty, Ms. Friedrich, Ms. Ariemma, Ms. Fronzuto  
Friends: Mr. Kazmark, Ms. Friedrich, Ms. Fronzuto, Ms. Ariemma  
Arts and Culture: Ms. Kahwaty, Ms. Miller, Ms. Friedrich, Mr. Kazmark  
Grants: Ms. Kahwaty, Ms. Friedrich, Ms. Fronzuto, Ms. Hablitz  
Mayor's Alternate: Ms. Hablitz  
School Superintendent's Alternate: Ms. Opdenberg

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 7:48 PM. The next regular meeting will be held on Thursday, September 11, 2025 at 7:00 PM.

Respectfully submitted,

Carol Miller, Vice-President/Secretary