

Little Falls Public Library Board of Trustees

Regular Meeting Minutes

September 11, 2024

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The regular meeting of the Little Falls Public Library Board of Trustees was called to order at 7:01 PM, Ms. Anne Kahwaty presiding.

Present: Anne Kahwaty, Carol Miller, Peter Tomasi, Adam Zurbruegg, Nancy Friedrich, Casey Fronzuto, Thomas Kazmark, Shana Opdenberg (arrived at 7:05 PM), Christine Hablitz, Jennifer Cole

Absent: None

A motion was made by Mr. Zurbruegg, seconded by Ms. Fronzuto, to accept the Minutes of the June 13, 2024 regular meeting and reorganization meeting. Discussion: None. The motion passed on a voice vote.

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

A motion to accept the Financial Reports for the months of June, July and August 2024 was made by Mr. Tomasi, seconded by Ms. Fronzuto. Discussion: At the end of August we are at 50 to 51 percent of our budget. Linda is searching for children's furniture. Anything left over at

the end of the year will go for this furniture, plus employee benefits. On a roll call the motion passed.

A motion was made by Mr. Kazmark, seconded by Ms. Friedrich, to approve the bills for August 2024 for payment, subject to the availability of funds. Discussion: None. 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 September 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: The staff are watching professional development videos concerning patron behavior. Jeff and Joe learned new techniques for improving video and audio quality. The Summer Reading Kickoff and also the finale party were held; over 1,300 hours of reading by children and teens. Thirty-two participants from Little Falls will be at the Wayne Library for 1,000 Books Before Kindergarten. Twenty-two participants attended the Strength and Balance program this afternoon. The cooking class program for older LLD kids is going great. The Director's office was painted. The television has been taken down to make room for more artwork. Lakeland Bank donated \$500 to the Summer Reading program. The Patel Foundation donated \$1,500 for children's books. Ms. Kahwaty would like to hold a reception to thank them. September is Library Card Sign-up Month. Staff will be at the Farmer's Market on September 22nd. Jeff and Jennifer will be attending the Fall Festival on September 29th. 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 front walk is being repaired; this is part of the work being done by the Township. The windows will be cleaned when the work is done; the a/c will be cleaned, too. Jennifer is getting quotes to replace the lights that have been burning out inside the library. A gate by the property line near the garden will be installed.

Policy and Planning: Ms. Kahwaty, Ms. Friedrich, Ms. Fronzuto, Ms. Miller: The next three policies to be looked at will be done by the end of the year.

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

School and Outreach: Ms. Opdenberg, Mr. Zurbruegg, Ms. Friedrich: Ms. Kahwaty, Jennifer and Linda visited the Imagination Station at School #2.

Friends: Ms. Kahwaty, Mr. Kazmark, Ms. Friedrich, Ms. Fronzuto: Next meeting is September 17th.

Arts and Culture: Ms. Miller, Ms. Friedrich, Mr. Zurbruegg, Mr. Kazmark: The current display is by the Little Falls Historical Society.

Grants: Ms. Kahwaty, Ms. Friedrich, Ms. Fronzuto, Ms. Hablitz: Looking into a grant for raised beds out front to grow food for library programs.

CORRESPONDENCE:

Jeff went to the Cathedral in Newark and videotaped it for Facebook. We received a thank you letter from Father Armand.

OLD BUSINESS:

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

Monthly Trustee Meeting: Report hours to Jennifer.

NEW BUSINESS:

Updated 2024 Reorganization: Added new committee members to the list.

Fall Festival, 9/29/24: Starts at 1:00 PM.

Update Strategic Plan: Will be updated soon.

OTHER BUSINESS: None.

There being no further business, a motion was made by Ms. Friedrich, seconded by Ms. Opdenberg, to adjourn the meeting. The meeting adjourned at 7:43 PM. The next regular meeting will be held on Thursday, October 10, 2024 at 7:00 PM.

Respectfully submitted,

Carol Miller, Vice-President/Secretary