

**KINNELON PUBLIC LIBRARY
BOARD OF TRUSTEES**

Date: June 19, 2013

Time Meeting Called to Order: 8:02 p.m.

Presiding Officer: Anne Hermanowski Vosatka

Sunshine Law Statement:

There was sufficient notice of this meeting in compliance with the Sunshine Law.

Members Present:

Linda Farmer, Aileen Florio, Anne Hermanowski Vosatka, Christine Whittemore, James Hecht, Bernadette Morrisroe, Mike Odian

Members Absent: Diane DiGiuseppe, Glenn Sisco, Carol Sventy

Introduction of Sam Pharo, New Director

Minutes: Approval of May 15, 2013 Minutes

Motion to Approve Minutes Made By: Mike Odian

Seconded By: Christine Whittemore

Public Comments:

A staff member questioned why the Board Packet was not available for the staff to read before the meeting as had been the previous practice. The Board explained that it had only recently been made aware of that practice and that there were some concerns. These included the fact that minutes are not approved until the day of the meeting and that occasionally there are corrections or additions. The Board would like to insure that all information shared with the public is complete and accurate. It was agreed, however, that the agenda should be prepared and available several days before the meeting. One Board member questioned how it was handled during Borough Council Meetings and it was confirmed that only the agenda was available before the meeting.

Statistical Report:

A new chart has been added to the Statistical Report and it reflects the number of total registered borrowers. This figure will not have an immediate impact on the Statistical report, but should as it is charted over time.

Filed as presented.

Financial Report:

Jim Hecht noted that while the cost for medical benefits went down last month, he incorrectly surmised that our numbers had been adjusted due to departures of Barbara Owens and Maryellen Liddy. Since the figures are up again this month, they apparently have not been corrected and the Borough is working to update and correct the report. The library will need to work with Donna Mollineaux closely to resolve this matter. The Finance Sub-Committee noted that some of the line items in the budget seem high for this stage of the year. Anne Vosatka requested that the Sub-Committee determine whether we are still on track with our plan to balance the budget.

Filed as presented.

Financial Snapshot:

Filed as Presented

Bills for Approval:

Moved By: Bernadette Morrisroe

Seconded By: Christine Whittimore

The motion was unanimously approved.

Informational Discussions Including Sub-Committee Updates:

The Board discussed the RFP responses (proposals for Labor Counsel) submitted on May 29th. Based on the responses received, the Personnel Sub-Committee along with Jim Hecht evaluated and ranked four firms. Things that were considered were the understanding of the scope of work, technical competence, experience, hourly fee, and client references. The Sub-Committee also took into consideration the unique factors that we will and could be facing with library staff/labor. The firm should also have library specific experience and solid background in Human Resources, grievance procedure and collective bargaining. After careful consideration, the Personnel Sub-Committee recommended that the firm of Bauch, Zucker, and Hatfield should be hired by the Board.

Jim Hecht recommended that we install a keypad entry on the door between the office and the public restroom on the main floor as staff has had problems with patrons wandering into the office area.

The Board discussed the success of the Starlit Student Showcase with special kudos to the extraordinary efforts of Aileen Florio to make this event between the schools and library come together. The Patch published a nice article about the event including pictures. There were over 300 responses from students from which we garnered 118 email addresses. There has been a great deal of positive chatter from those who participated, and parents enjoyed the relaxed atmosphere of holding the event at the library. Weather cooperated and there was a good showing of teachers, Council members, the Mayor, and students with their families. Mike Odian suggested we have some type of evaluation form to assess the success of the program. Some suggestions for future collaborations between the schools and the library would be to include a 50/50 (for the Friends of the Library), to provide water for the children, and to consider advertising to the CLL and Friends who may enjoy seeing the work produced by our local students. The Board acknowledged that some but not all staff were informed about the plans and purpose of the event. Efforts will be made to insure future communications are better.

Director's Report:

Jim reported that there was one update to his Director's Report. He received two anonymous complaints about the Board Policy regarding to the new Bulletin Board Policy. Some person had removed the sheet explaining the Board position behind the changes. The sign is now protected in a plastic holder.

Congressman Freylinghusen is honoring the 50th Anniversary of the Kinnelon Library by having a brief history entered into the Congressional Record. In addition, a flag flown over the State Capitol will be presented to the Library. Mike Odian suggested that we approach the Borough and ask if we can fly the flag on our anniversary date. We would put out a press release about the Congressional record and flag.

A Senate Bill was introduced last week and if passed will require that a library receive the approval of the town's governing body before establishing a dedicated fund for capital projects. It only affects funds established after the effective date of the bill, so as our Endowment fund was established by

resolution in May 1989 Jim is of the belief that we will not have a problem. The library also has a Capital Expense Fund, but it likely is protected from any provisions of S2846 as well. The Finance Sub-Committee should take a close look at our investments to make sure they are protected. It is also necessary to coordinate with our auditor. It does not look like the bill is moving through the system quickly, but we should stay on top of it. It is unlikely that the New Jersey State Library will support the bill which is motivated by the impression that libraries are hiding funds in capital improvement accounts to avoid the "Give Back" bill recently passed. Sam Pharo inquired about the Library relationship with the Borough which has been generally supportive.

The Teen Department is subject to overlap and duplication of books, cd's and dvd's with the Children's Department. This is because some school districts have Junior Highs with 6th, 7th, and 8th, while Kinnelon defines those grades as grammar school. Our Teen Department has a minor sub-division called mid-fic (150 books out of a collection of 4,000) which is geared towards the younger students.

Anne Vosatka thanked Jim Hecht for his service to the Library during our transition between Directors.

The Self- Evaluation Policy given to the Board by Diane DiGiuseppe has been changed to reflect the responsibilities of Library Board Members.

Action Items:

1). Review and approval of Publishing the Agenda in advance of the Board Meeting and the Board Packet and Minutes, excluding sensitive material, after the Monthly Board Meeting:

A Motion was made by Aileen Florio and seconded by Bernadette Morrisroe. It was unanimously approved by the Board.

2). Review and Approval of the Resolution Hiring Library Counsel:

Mike Odian made a motion to approve with a second by Christine Whittemore. It was unanimously approved by the Board.

3). Review and Approval of the Keypad Lock for the Office Door by the Public Restroom:

Linda Famer made a motion to approve the purchase which was seconded by Christine Whittemore. It was unanimously approved.

New Business:

None at this time

Brainstorming of Ideas:

After the success of the collaboration between the schools and the library with the Starlit Student Showcase, there was a discussion about other groups that the library might be able work along with and organize a co-operative 50th celebration event. Suggestions included the Boy Scouts, Girl Scouts and the Recreation Commission and teams. There was also a thought that some kind of field day event with a 50/50 would encourage community involvement.

The Board also discussed the need to improve public relations, to coordinate between the Staff, Director and the Board, and to determine which information or events should be publicized by the Library. It was decided that the Director be the point of overlap in decisions regarding public relations. It was also decided that publicity should be sent out to the public as a whole, and not just geared towards interested participants or a target group. This is because several CLL and Friends Board members mentioned that they would have attended the Starlit Showcase if they had known beforehand, and several Board members said that even though they do not have young children they enjoy reading about the

children's events at the library because it shows them what kind of programs the library provides for the community.

Meeting Adjourned: 9:10 p.m.

Motion by: Christine Whittemore

Second by: Aileen Florio

Voice Vote: All

Respectfully submitted by Linda Farmer

Next Meeting: September 18, 2013