

**KINNELON PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**Date:** September 18, 2013

**Time Meeting Called to Order:** 7:33 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, Sam Pharo, Bernadette Morrisroe, Diane DiGiuseppe

**Also in Attendance:** Carol Sventy, Borough Council Liaison

**Members Absent:** Glenn Sisco, Mike Odian

**Minutes: Approval of June 19, 2013 Minutes**

**Motion to Approve Minutes Made By:** Christine Whittemore

**Seconded By:** Anne Vosatka

**Public Comments Regarding Agenda Items:** None

**Statistical Report:**

It was questioned why the figures for Data Base Usage in House and Public Computer Log On were not available for this month's report. Sam Pharo explained that there was a system change and the figures would be available at a later date.

Filed as presented.

**Financial Report:**

Filed as presented.

**Financial Snapshot:**

Filed as Presented

**Bills for Approval:**

**Moved By:** Aileen Florio

**Seconded By:** Christine Whittemore

The motion was unanimously approved.

**Informational Discussions Including Sub-Committee Updates:**

The Board discussed the establishment of a Foundation for the Library and whether a philanthropic counsel should be hired to assist in that effort. Sam had a conversation with an attorney who felt it would be in the best interest of the Library to have professional help in this endeavor and that spending between \$9,000 and \$10,000 was a reasonable cost for the job. Establishment of a Foundation would facilitate more substantive donations than are handled at the Friends' level. After personal research and a recommendation, Sam solicited and received a bid from Ruotolo and Associates, Inc. The Board

recommended we solicit bids from two additional philanthropic counsels for discussion and consideration at October's meeting.

It is the recommendation of the Library Auditor that the money invested in the Vanguard Funds be relocated to a different investment vehicle. This endowment fund was created in the 1980s and a law created in 1994 requires that such funding be put in particular types of accounts or cashed out. While they have been conservatively monitored in recent years, it was his opinion that their present location did not meet that standard. The Board plans to move the money into the Foundation when that is established.

There was a discussion about the 2013 Budget outlays and where they stood relative to our budget planning. It appears that at this time, given the changes in staffing and the \$9,673.23 surplus from 2012 we expect to receive from the Borough, we are still on track with the 2013 plan. Given the anticipated reduction in Borough funds for the upcoming year, the question was asked whether the Library's expectation of reaching their goal of a balanced budget by the end of 2014 is realistic. The Finance Subcommittee has met twice with Sam, and has determined that if we are able to switch to a new less costly health plan (presently being looked at by the Borough), it may still be possible. The Board encourages the Borough to find ways to reduce medical benefits expenses as the library staff is too small an employee group to be eligible for reduced medical plan expenses.

Sam gave the Board an update on personnel changes and staffing plans. The Library is still paying Nancy Aceti her retirement/sick day payout and we have one staff member still out on medical leave. Sam recommended returning Nancy McMurrer to Permanent Part-time status and waiving her probationary period as she has already satisfied that requirement. Sam also recommended hiring a candidate he interviewed for a Part-time Library Assistant (Circulation/Children's) pending a background check. In addition he recommended rescinding a conditional offer made to another candidate who did not complete the employment process.

Various activities that can highlight the Library's 50<sup>th</sup> Anniversary are in the works. Plans for the October 19th Oktoberfest are moving along nicely. The flyer is already out and catering will be arranged. Suggestions for other avenues of communication are the Smoke Rise Newsletter, bulletins from OLM, St. David's, and the Reformed Church, and Fayson Facts. Sam mentioned that patrons who receive the Library Newsletter via email have also received the flyer. It was suggested that we provide a link on our website. Another event coming up is the Haunted Library. Several vendors will be selling their wares while people are waiting for the chance to get in and enjoy the festivities. They are Suzi Cakes, Anthony Franco's, and Longfellow's Coffee. Another suggestion for a possible winter activity is a wine and cheese tasting event in the main floor library.

The Board discussed various events that had occurred over the summer including : the Field Station T-Rex and Petting Zoo for children, the Friends of the Library Arts and Crafts Fair in September, and the upcoming Oktoberfest. It was suggested that one avenue to get information out about future events would be the high school cable program.

Christine Whitemore and Sam have set up a license for online Trustee Continuing Education.

The Board discussed the Evacuation Procedure draft and it was suggested that an outdoor meeting place be established and added to the draft, as well as a process for head count of evacuated staff. It was also suggested that a live drill be scheduled in which all of the patrons and groups present would be required to participate. It was also asked whether it would be practical to install panic buttons under the circulation desks given the Library's proximity to the Police Department. During the discussion about the draft of Child Pornography Procedures, Sam mentioned that of the 12 computers on the main floor available for public use, 5 are filtered, semi-private cubicles and back up to the Reference Stack. The other 7 are completely open.

Aileen Florio suggested that the Missing Child Procedures should be amended to NO adults being able to leave until the missing child is accounted for.

**Director's Report:**

The process of weeding our collection is ongoing and surplus books are being shipped to Better World Books.

The Library is now providing coffee on both floors for patrons. A Keurig coffee pot was purchased for the main library and we are charging \$1.00 per cup. It has been very positively received. Upstairs in the Children's Library a coffee pot has been set up by the copier/printer on a high shelf out of the reach of little hands. While money is not collected for that coffee, it was suggested that a donation bowl be set out.

The plastic ice-breakers on the roof are mostly broken and need to be looked at to see if they can be repaired or need to be replaced. Sam will request the DPW check this out.

A Pinterest account has been created for the Library.

Friends have provided the funds for radio station equipment and a Venmill 3500 Disc Repair machine. Since the repair of our collection is almost complete, we are now offering this service to the public for \$.50 per disc. It was suggested that perhaps this service could be offered to other libraries for a bulk rate cost.

**Action Items:**

**1). Review and approval of whether to establish a Foundation and what our next steps are:**

A Motion was made by Aileen Florio and seconded by Bernadette Morrisroe to pursue establishing a Foundation and using a professional philanthropic counsel to do so. The Board requests 2 additional bids. It was unanimously approved by the Board.

**2). Review and Approval of the Direction to take in Movement of the Vanguard Funds:**

Aileen Florio made a motion to move the Vanguard Funds into the Foundation with a second by Bernadette Morrisroe. It was unanimously approved by the Board.

**3). Review and Approval of Staffing Changes:**

Bernadette Morrisroe made a motion to approve the hiring of a new Part-time Library Assistant pending a background check. It was seconded by Aileen Florio and unanimously approved by the Board. Linda Farmer made a motion to rescind the offer made to the candidate who did not complete the employment process and to do it in writing. This was seconded by Christine Whittemore and approved by the Board. Christine Whittemore made the motion to return Nancy McMurrer to Permanent Part-time status and the motion was seconded by Aileen Florio and approved by the Board. Aileen Florio made a motion to approve the waiver of a probationary period for Nancy as she has already satisfied that requirement. It was seconded by Bernadette Morrisroe and approved by the Board.

**4). Review and Approval of the Oktoberfest, a 50<sup>th</sup> Anniversary Event:**

It was moved by Christine Whittemore and seconded by Aileen Florio to give Board approval to the planned event. It was unanimously approved by the Board.

**5). Review and Approval of Moving Forward with Future Anniversary Events:**

This was tabled until a later time.

**6). Review and Approval of Which Events will get Press Releases:**

Nothing to approve at this time.

**7). Review and Approval of Whether to Proceed with Online Trustee Training:**

Aileen Florio made the motion to move forward with the Trustee Training in order to complete the necessary hours. Bernadette seconded the motion and it was approved by the Board.

**8). Review and Approval of the Evacuation Procedures:**

This was tabled until changes suggested during the earlier Board discussion were made to the procedure.

**9). Review and Approval of the Missing Child Procedures:**

This will be tabled until changes are made.

**10). Review and Approval of the Child Pornography Procedures:**

A motion made by Christine Whitemore to approve the Child Pornography Procedure Draft. Aileen Florio seconded the motion and it was approved by the Board.

**11). Review and Approval to have Ann Ferrara, Administrative Assistant, serve as the Senior Administer of the Online Banking Account:**

Bernadette Morrisroe made the motion, seconded by Christine Whitemore to have Ann Ferrara serve as the Senior Administrator on the Online Banking Account. It was approved unanimously by the Board. It was also determined that 4 Trustees would be added to the account for the approval process.

**New Business:**

None at this time

**Public Comments:**

It was asked by a member of the staff if it was possible for the Board to approve their June Minutes earlier than the September meeting even though the Board does not meet during the months of July and August. It was explained that this is not possible unless meetings were to occur over the summer. A vote to approve the minutes requires a quorum of the Board to be present and has to be accomplished in person.

It was pointed out that serving coffee upstairs could prove to be a liability and safety issue for the children. The response was that every reasonable precaution has been taken and considered, and that while no public entity can ensure total safety it is felt that the coffee situation upstairs is safe.

The question was asked whether the disc cleaner was a cost effective purchase, and who was going to be in charge of manning it especially when the patrons are having their discs cleaned. Sam explained that he or another staff member would handle the machine at all times, that the cost value is that we extend the usage time of our own discs so we do not have to replace them as early, and that taking care of patrons' disc is a service to the public.

The staff member then inquired whether the holiday time taken away from Part-time workers would be restored since our budget was on track in terms of recovery. This was questioned especially because of the restoration of one staff member to Permanent Part-time and the hiring of an additional staff member to Permanent Part-time. The explanation was that despite the fact we are working steadily to eliminate our deficit, that goal has not yet been achieved. We are still spending our reserves in order to pay our bills. As for the new hires, it was explained that given the departure of some of the staff, we are now understaffed and stretched with the staff coverage of library operations, so it was necessary hire to ensure that we have sufficient staff to cover the library hours. President, Anne Vosatka, stated that this

does not mean that those holiday hours will never be restored, but the Board does not want to raise expectations at this time.

It was also questioned if the weeding process underway was a reasonable use of staff time, and whether sending the books to Better World Books was practical. Sam replied that the weeding was necessary and he could work around his own job responsibilities to help out with it. He mentioned that he could look into getting volunteers to help but it hasn't posed any problems so far. As for the Better World Books, the library doesn't have to spend anything and the books are not thrown out.

**Brainstorming of Ideas:**

None

**Closed Session:**

Christine Whittemore made the motion to go into closed session and was seconded by Aileen Florio. The Board supported the motion.

The Board went into Closed session at 9:19 p.m.

**Return to Open Session:** 9:22 p.m.

**Meeting Adjourned:** 9:23 p.m.

**Motion by:** Aileen Florio

**Second by:** Anne Vosatka

**Voice Vote:** All

**Respectfully submitted by Linda Farmer**

**Next Meeting:** October 16, 2013