

**KINNELON PUBLIC LIBRARY
BOARD OF TRUSTEES**

Date: October 16, 2013

Time Meeting Called to Order: 7:31 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: Sam Pharo, Linda Farmer, Christine Whittmore, Mike Odian, Anne Vosatka, Glenn Sisco, Aileen Florio

Also in Attendance: Carol Sventy, Borough Council Liaison

Members Absent: Bernadette Morrisroe, Diane DiGiuseppe

Minutes: Approval of September 18, 2013 Minutes

Motion to Approve Minutes Made By: Aileen Florio

Seconded By: Christine Whittmore

Public Comments Regarding Agenda Items:

A staff member asked whether the order of the agenda could be changed to accommodate staff who work until closing. While the staff member appreciated that the Board has added an additional opportunity for public comments, the timing of public comments on agenda items is so early, some are unable to participate. It was also mentioned as a comparison that the Borough Council and School Board meet at 8:00 p.m. and that comments on the agenda are a little later in the meeting.

The response of the Board was that the other Boards mentioned, given scope of their responsibilities and oversight, have padding in their agendas that the Library does not and that allows their Public Comments on Agenda Items to be later in the meeting. Even though the Library is smaller, it is bound by Robert's Rules as it is a public entity. The only way to accommodate this request would be to change the times of Board meetings. This will be considered by the Board, but a decision to change would not be made before the end of the year. The solution for now would be for staff to rely on the Director, Sam Pharo, to pass on staff input on the agenda items if the staff member is unable to attend.

Statistical Report:

The question was raised by a Board member as to why the circulation figures during September (7,059) were significantly lower than August (10,593). Possible reasons include a recent patron purge and the late start of school this year. Sam will ask the staff for their impressions. Mike Odian also asked if the people counters were up and operating and Sam said that only one was presently working.

Filed as presented.

Financial Report:

It was noted that while other revenues were pretty much on target at this point in the budget year, that the revenues coming from the reserves were at 262% of the budgeted amount.

Filed as presented.

Financial Snapshot:

Filed as Presented

Bills for Approval:

Moved By: Aileen Florio

Seconded By: Christine Whittimore

The motion was unanimously approved.

Informational Discussions Including Sub-Committee Updates:

The Board asked how the search for a philanthropic counsel to assist with the establishment of a Foundation for the Library was progressing. Sam said that in addition to Ruotolo and Associates, he had approached 4 other companies and expected to receive replies from 2 of them. A philanthropic counsel would help with filing with the IRS, targeting demographics and other tasks required in establishing a foundation. The argument for expediency is that the Library is losing opportunities the longer this process takes, and that there is a need to shelter our assets until we pull the foundation together and come into compliance with state requirements. Mike Oodian suggested that for the sake of moving in a more timely fashion than monthly Board meetings allow, a sub-committee be delegated to choose the philanthropist counsel that they feel will best meet the needs of the Library, and make the recommendation to move forward.

Sam is interested in purchasing a banner to hang on the Library to celebrate the 50th Anniversary. It would be a vertical, vinyl, banner which would hang on the brick and would include all hardware, artwork and lettering, and perhaps tap into the image that will be on the Pilsner glasses for Oktoberfest. The choice is between 8'x 12' (\$386) and 9'x 12' (\$430).

Plans for the Oktoberfest 50th Anniversary Celebration are progressing nicely. As of a couple of hours before this meeting, 89 people had purchased tickets and the Library was committed to a number of 110 for the caterers (Taste of Reality). Set-up in the Brewery could begin Friday evening and we are borrowing 10 tables and 50 chairs from the Firehouse. Glenwild Nursery is donating 15 pumpkins for centerpieces. Sam mentioned that he also contacted the Butler Police to notify them of the event as a courtesy. It was suggested that follow-up thank you's be sent to those who help out and participate and that a lot of photos be taken. Sam is looking into a winter event that would include a wine tasting by Kinnelon Country Wines and Liquors with appetizers by Taste of Reality. This would be held on the main floor of the Library.

The Board discussed a new procedure involving Emergency Evacuation Procedures. Different circumstances would have different muster points. Fire would involve everyone meeting out in front of the building and a violent event would involve all moving out and scattering. Once we have details finalized it will be necessary to have practice runs.

The one change in the previously discussed Procedure for Missing Child would be that no one be allowed to exit the building until the situation is resolved.

The Board discussed problems with the handicapped ramp out to the parking lot. A patron falling outside the past week drew attention to the problems by the ramp which include water accumulation during rain and icing due to the slant of the parking lot away from the drain. It was suggested that possibly the DPW could change the position of the ramp and Carol Sventy promised to bring it to the attention of the Borough.

The subject of a Community Coordinated Calendar came up with discussions of the Oktoberfest and the staff. The vision is the establishment of a full time position that would be a shared cost with the Borough. The practicality of that is challenged by the knowledge now that we will now be receiving

\$26,000 less from the Borough next year, and whether we would have the technology to do it. Since the cost is the main impediment to following through on this, it was suggested to Sam that he look into other communities to see how they handle this and what their costs are.

Director's Report:

The Kinnelon Chief of Police, John Finkel, is retiring at the end of October. He has plans to do consulting work and spoke of the possibility of using the library meeting rooms as a site for hosting seminars while giving 10% of monies earned to the Library.

Action Items:

1). Review and approval of whether move forward in establishing a Foundation or waiting for additional bids:

A Motion was made by Aileen Florio and seconded by Christine Whittemore that we move forward with the establishment of a foundation by allowing a sub-committee of the Board to recommend the hiring of a philanthropic counsel after receiving at least 3 bids. In addition, the sub-committee should establish a mission statement. The Board President is given the authority to approve the recommendation. It was unanimously approved by the Board.

2). Review and Approval Purchasing a Banner to celebrate the 50th Anniversary of the Library:

Aileen Florio made a motion to empower Sam Pharo with making the final decision on the Banner and design and this motion was seconded by Glenn Sisco. It was unanimously approved by the Board.

3). Review and Approval of the Evacuation Procedures:

Aileen Florio made a motion to approve the Evacuation Procedures and this was seconded by Mike Odian. It was unanimously passed.

4). Review and Approval of the Missing Child Procedures:

It was moved by Mike Odian and seconded by Christine Whittemore to approve the Missing Child Procedures. It was unanimously approved by the Board.

5). Review and Approval of steps to take regarding handicapped ramp off parking lot:

The motion was made by Aileen Florio and seconded by Christine Whittemore to bring the discussion to the Borough to see if the handicapped ramp can be moved away from the flood area. This was unanimously approved.

New Business:

Carol Sventy apologized to the Board that none of their suggestions or that of the Historical Society were included in the Borough-wide survey.

Public Comments:

There was a question from the public about why a foundation was being established. The response was that it would have the ability to generate the type of funds that groups like the Friends are unable to raise, it would serve to protect our assets, and would establish a funding source that can be used for library operations.

Brainstorming of Ideas:

None

Closed Session:

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

The Board went into Closed session at 8:59 p.m.

Return to Open Session: 9:33 p.m.

Meeting Adjourned: 9:34 p.m.

Motion by: Aileen Florio

Second by: Christine Whittemore

Voice Vote: All

Respectfully submitted by Linda Farmer

Next Meeting: November 20, 2013