

**KINNELON PUBLIC LIBRARY
BOARD OF TRUSTEES**

Date: December 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: Sam Pharo, Linda Farmer, Christine Whittemore, Mike Odian, Anne Vosatka, Glenn Sisco, Aileen Florio, Bernadette Morrisroe, Diane DiGiuseppe

Also in Attendance: Carol Sventy, Borough Council Liaison

Minutes: Approval of November 20, 2013 Minutes

Motion to Approve Minutes with Correction Made By: Linda Farmer. The motion was made to approve November 20th minutes with the addition of **Public Comments on Agenda Items:** None. This would follow the approval of the October Minutes.

Seconded By: Christine Whittemore

Public Comments Regarding Agenda Items:

None. Sam Pharo did share that he did receive an email from a staff member requesting whether we could review our policy on flexible holidays. It was decided that this would fall under New Business.

Statistical Report:

It was noted that circulation was down this November in comparison with the same time last year. Hurricane Sandy may explain the higher figures last year as the library was utilized as a warming site with access to wi fi and electricity for the charging of personal devices during the crisis. In addition, this year's budget for supplies has been used up, so there is no new attractions to bring patrons in.

Filed as presented.

Financial Report:

Filed as presented.

Financial Snapshot:

Figures in the previous month did not add up, so corrections need to be made to the Snapshot.

Filed as Presented

Bills for Approval:

Moved By: Christine Whittemore

Seconded By: Aileen Florio

The motion was unanimously approved.

Informational Discussions Including Sub-Committee Updates:

The Board asked Sam Pharo for updates on the progress in the establishment of the Foundation. Sam had met with Catherine Donnelly in the morning to work on creating the by-laws. The Foundation is

starting with three members; Anne Vosatka as President, Sam Pharo as Secretary and Mike Odian as Treasurer. They are interested in suggestions for additional members to the Board, hopefully with fundraising capabilities and experience. It is also possible that we would establish an Advisory Board which can give input, but would have no vote. Part of establishing the Foundation will be choosing a working title. As a charitable New Jersey organization, it is necessary to file with the IRS. Once the application is sent to the IRS and received by them (at which time they will send us notification of receipt), the Foundation will then be able to start fundraising efforts. This is where the expertise comes into play in terms of filling out the application. In the unlikely event that it is not approved, any monies raised would have to be returned.

In response to a public comment made during the October meeting, the Board discussed the possibility of changing the time the Board meets until after Library hours. Investigation of the other libraries in MAIN found that only one of the libraries met after hours, so the recommendation from the Operations Committee was to keep the meeting times at 7:30 p.m. as that appeared to be convenient for all the Board members.

The Board discussed Public Comments procedures and it was the recommendation of the Operations Committee that those who speak state their name and address prior to their comments. As per the School Board and Borough procedures, only the first name of the speaker would be included in the minutes. In addition, the Operations Committee that a time limit of 20 minutes be established for the Public Comments segment which would effectively limit a filer-buster. We should publicly display the procedure for Public Comments on the website and bulletin board.

The Draft Budget for 2014 is in the works, and the priority is a balanced budget that no longer requires the Library to dip into its reserves for its operating expenses. While the Director and Finance Committee have hopefully over-budgeted for items such as the Foundation consulting fees and Attorney fees which cannot be predicted, they are also hopeful that the possible health care changes that the Borough is considering will provide much needed relief to the strained Library finances. It is a comparable policy in terms of coverage, but the rates would be considerably lower. For planning purposes there has been a breakdown of Friends and CLL donations, and the foundation and attorney fees. It also looks like the amount of surplus funds that we should receive from the Borough is greater than the sum received last year. The cost of a new, electric Marquis will be taken from the Library's Capitol funds, and will coordinate with the Borough's replacement of their sign.

In preparation for negotiations, the Library's attorney has gone through the current Library Policy Manual to give advice on wording, updates in library law, etc. The Board needs to let him know whether these changes are acceptable. It was suggested that Personnel Committee and perhaps another Board member take a look at it and make recommendations.

Director's Report:

Staff training in Polaris is ongoing. After the delayed opening, using a phone chain was discussed with staff but tabled for now in lieu of the phone answering system. We need to look at other means to notify staff and the public using other methods of communication like Facebook, the website, phone messages and utilizing the school system's text cast.

Building improvements include corner shelving in Children's and processing shelving in Tech Services. New electrical outlets have been installed in the foyer, display cases and Children's. The handicapped ramps are being evaluated to see how they can be re-configured for safety and better access.

The Gingerbread House program was a great success, and the KVOA radio station is up and running. It was asked how the public can access it and suggested that Facebook and the library website may be the appropriate tools.

The Children's calendar is full of events and it should be included on the library website.

The insurance company has paid \$3,000 for the damaged library sign which will be used towards the purchase of a new electrical sign.

During the Smoke Rise luncheon, the library received a nice donation.

Sam was approached by a used-book salesman and it was pointed out that the service the library is using to take care of the weeded collection undermines the local businesses, so the decision was made to discontinue using them after the last shipment.

The Butler Library is taking advantage of our new disc cleaner in exchange for providing us with cleaning fluids.

We will be getting the Mobile Device Discovery Kit from the New Jersey State Library in January. It is a free program that includes devices from Apple, Amazon and others.

2). Review and Approval of the starting time for Board Meetings:

Christine Whittemore made a motion to keep the starting time for Board meetings at 7:30 p.m. This motion was seconded by Glenn Sisco. It was unanimously approved by the Board.

3). Review and Approval of the Procedure for Public Comments:

Bernadette Morrisroe made a motion to approve the Procedure for Public Comments which includes the giving of name and address, the inclusion of name only in the minutes, and the total time of public comments not to exceed 20 minutes unless approved by the President. This was seconded by Aileen Florio. It was unanimously passed.

4). Review and Approval of the Revised Policy Manual:

It was moved by Mike Odian and seconded by Aileen Florio to empower the Personnel Committee and any Board designee deemed necessary to review and approve attorney recommendations to the Policy Manual. It was unanimously approved by the Board.

New Business:

The Annual meeting of the Board will be on January 22nd. It is necessary to come up with a slate of nominations, so the Board will need a Nominating Committee (Ad Hoc). This is especially important as we have been operating sans Vice President this past year because of the large Board turnover of members in 2012. Mike Odian, Anne Vosatka, and Christine Whittemore have offered to serve on the committee.

A staff member emailed Sam and asked whether the Board could take another look at the Flexible Holiday Schedule. The key point to address is whether the Board is looking at it as a money saving policy, a customer service policy or both. It was determined that the Board was looking at it more from the customer standpoint and that it was an opportunity for people who other-wise would be working those days to utilize the Library. When asked, Sam said that the customer count was not heavy on those days, but that the library was utilized. The Board has decided to hold off on any decision as the Library is presently in Union negotiations. For now, if we are going to be open, it is important for us to advertise that we are.

This led to another topic important for the Library to look at in 2014. It is important that we increase our public outreach and updating the website and newsletter should be looked at.

Public Comments:

The Board was asked by a staff member how it came up with the new procedures for Public Comments. The Operations Committee wanted to make the Library Agenda more consistent with the Borough and School System's operations.

The staff member then asked which Policies were the Library Attorney reviewing, why we did not base our policies on the Borough's policies, and why we were spending money on that now. The answer was that the current Policy Manual was being reviewed, Library Law and Municipal Laws are very different so our policies need to reflect that, and that it is important that our policies are consistent with updates in Library laws and civil service laws, especially now that we are in negotiations. When asked what the final cost of using an attorney for the policies and negotiations was, the Board replied that there was no way to put a figure on it because it is an hourly rate and there is no way to predict how long the negotiations process will be.

Brainstorming of Ideas:

It was suggested that the Brainstorming of Ideas no longer be part of the Agenda and that anything that would have come under this category would now be under New Business

Closed Session:

Bernadette Morrisroe 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: 9:33 p.m.

Meeting Adjourned: 9:34 p.m.

Motion by: Glenn Sisco

Second by: Linda Farmer

Voice Vote: All

Respectfully submitted by Linda Farmer

Next Meeting: January 22, 2014