

**KINNELON PUBLIC LIBRARY
BOARD OF TRUSTEES**

Date: March 19, 2014

Time Meeting Called to Order: 7:30 p.m.

Presiding Officer: Anne Vosatka

Sunshine Law Statement:

There was sufficient notice of this meeting in compliance with the New Jersey Open Public Meetings Act.

Members Present: S. Pharo, D. DiGiuseppe, L. Farmer, A. Florio, B. Morrisroe, M. Odian, G. Sisco, C. Sventy, A. Vosatka, C. Whittemore

Public comment re Agenda: none

Minutes: Approval of February 19, 2014 Minutes

Motion to Approve Minutes Made By: L. Farmer

Seconded By: A. Florio

Approved unanimously.

Budget, Financial Report and Financial Snapshot: There is an incorrect figure on the "Library Fines" line. **SP to investigate and provide correct figure.** Otherwise, these reports were unanimously accepted as presently (C. Whittemore motioned, Aileen Florio seconded). **It was also requested of SP that figures in financial reports be rounded to the nearest dollar.**

Bills for Approval:

Moved By: C. Whittemore

Seconded By: A. Florio

Approved unanimously.

CLL/Friends report: presented by Linda Farmer:

All library posters promoting programs sponsored by either of these groups should contain a footer noting the financial sponsor. **SP to follow up.**

Volunteer recognition program is scheduled for 4/12/13. We have to develop a system to keep track of all of our various volunteers. **SP to follow up.**

SP gave a well-received presentation on Zinio.

The CLL luncheon is scheduled for 5/7/13.

Council report: presented by Carol Sventy and Christine Whittemore

Hanging of banners on our building must meet criteria of clarity and be recognizable. Any such hanging must be hung properly and be removed in a timely fashion. This same criteria applies to our message board.

Kinnelon Library Legacy Foundation: S. Pharo and M. Odian reported that the Foundation by-laws have been approved by the Foundation members and all other necessary paperwork has been completed. It will take approximately eight months for IRS approval of the Foundation as a 501-C-3 non-profit entity.

State Statistical Report: S. Pharo reported that the annual report has been submitted.

Financial Disclosure Forms: S. Pharo will inquire to the timing of these reports.

Marketing/Communications Committee: reported by A. Florio and Christine Whittemore

- All Library communications must be consistent in footers, message and appearance
- **S. Pharo – include a count of the number of e-mail addresses in the Statistics Report**
- Facebook – include a weekly message encouraging folks to sign up for a library card
- Friends/CLL mailings – request a note be included to encourage folks to sign up for library cards
- S. Pharo has met with faculty members in the Kinnelon school system

E-Mail Best Practices: E-mails are subject to the Open Public Records Act (OPRA). A seminar will be held in the near future to make us all aware of OPRA issues.

Director's Report

Key items: The Personnel Policy Manual has been reviewed by the entire Board and is deemed complete except for the Mission Statement. Emphasis continues on frequent updates to the Library Facebook page. The Mobile Device Kit was returned. It proved quite useful for our patrons.

Our reference librarian, J. Vioreanu, will be retiring at the end of March. A motion was made by M. Odian, seconded by C. Whittemore, approved unanimously as follows: ***The Board of Trustees, in noting that Mrs. J. Vioreanu was retiring after twenty-three years of service, recognize her significant contributions to both the Kinnelon Public Library and its patrons and wishes her well in her future endeavors.***

Action Items

Personnel Manual: The major effort by B. Morrisroe and S. Pharo was noted and most appreciated regarding essentially a complete re-write of this document. A motion was made by M. Odian, seconded by L. Farmer and approved unanimously that the manual be accepted as presented with the understanding that a Mission Statement will be added in the near future. It was also agreed that the Board should revisit this document by/at September 2015 in order to maintain its' relevancy.

S. Pharo Objectives

The proposed objectives had been reviewed by the Board and were accepted unanimously (L. Farmer motion, B. Morrisroe second) with the exception of a need to cleanup the grammar.

By-Laws

It was agreed that the Board by-laws should be reviewed to maintain relevancy. This effort will be undertaken by L. Farmer and A. Florio.

Circulation Trends

S. Pharo provided a five-year analysis of circulation trends.

Public Comments

None

A motion was made by L. Farmer, seconded by A. Florio that the Board move to closed session. It was approved unanimously at 9:23 pm.

The Board resumed open session at 9:32 pm at which point G. Sisco motioned to adjourn, L. Farmer seconded and the motion was approved unanimously.

Respectfully submitted,

M. Odian