

BOARD OF TRUSTEES MEETING

June 18, 2014

Minutes

The meeting was called to order by Ann Vosatka at 7:33pm. The meeting was deemed to be in compliance of the New Jersey Open Public Meetings Act.

Members Present: S. Pharo, L. Farmer, B. Morrisroe, G. Sisco, C. Sventy, C. Whittemore, A. Vosatka

Public Comments Regarding Agenda Items: none
No public comments

Minutes: Approval of May 21, 2014 Minutes
Motion to approve made by: B. Morrisroe
Seconded by L. Farmer and approved unanimously.

Statistical Report
Amended to include Zinio stats and newsletter info. Will appear in next report. File as presented.

Financial Report
S. Pharo to adjust Fines amount formula in Revenues; previous amount received.

Financial Snapshot
File as presented

Bills for Approval
L. Farmer moved bills to be approved; B. Morrisroe seconded. Approved unanimously.

Informational Discussions Including Sub Committee Updates

- **Monthly report from the Friends/CLL Liaison**

FRIENDS

June membership fees 21,537.52 compared 19,114 in 2013
New Board member voted in Chuck Foley, retired Kinnelon HS teacher
Looking into face painting for the arts and crafts fair - not worth paying someone, but if can get some volunteers
Need to coordinate communications better. Fliers don't indicate funding from CLL and Friends which is an important PR vehicle for those groups....people like to see where their money is going

CLL

Creative planning session - Nov 11
Evaluation forms got a good response
Friends insert in CLL class brochure going out in July

- **Monthly report from the Borough Liaison**

L. Farmer is expected to be reappointed as Trustee at the Borough Council public meeting for budget tomorrow night.
C. Sventy and R. Leavesley discussed the New membership benefit card created which has already generated 135 donations. Nice gold card, but staff won't know what this is. Could Friends attend KPL staff meeting before Friends event so staff isn't blind-sided. Next one in July, Friday morning. S. Pharo will add Friends to agenda.
Trustees met with Mayor and discussed the external library sign as well as marketing of library services.

- **Discuss purchase of digital sign as capital improvement**

Met with vendor with Donna Mollineaux; 2 sided digital sign, wireless updates from building. Some coordination with company and county IT. Price \$22K when split with Borough. Single would be \$26k. Recommend upgrade for 2 sides so don't have dual screens, rather have option to show two different messages; \$1600 premium. Have static header message. Decision about type of header (domed vs. peaked). Need electrician (cost not included) and need to coordinate with county IT. Received some funds from FEMA (\$2-3k). Total cost ~ \$25k. 4-6 weeks lead time. Can we get details on where to see examples of this display in action? Funds will come out of capital improvement. It will be important to communicate the nature of this investment during these difficult economic times.

- **Discuss progress on ongoing work streams: e.g., marketing, next 50th anniversary event**

Website development in progress; responsive design template so can be viewed across different types of screens. Want to embed catalog search window in template. Plan is to launch updated site before S. Pharo's leave begins. Oktoberfest is penciled in for October 18, 2014 at Ramstein Brewery. Save-the-date reminder might be something to send out soon. Sam will confirm with Greg Zaccardi. Also confirm which beers available. A. Florio and D. DiGiuseppe were planning on a 50th anniversary celebration. Not present to discuss. Postpone till next meeting.

- **Discuss management of personnel attrition**

We have over last year or so seen attrition primarily because of retirements. Reaching level of personnel that creates challenges for schedules. S. Pharo's proposals to discuss. Looking at work streams and coverage. Down 4 people since beginning of 2014. Hired Beate Amos as partial replacement so still down 3. Looking at needs will be close, but more prudent that make couple of rearrangements in the schedule so that Saturday shifts are covered, week is covered, essentially all hands on deck. 11 employees including Sam have desk time. See change on Wednesdays; move one person down from Children for circulation. Sam was providing supplementary reference coverage. Won't happen while he is on extended leave.

(No leads yet re: intern posting at Rutgers.)

Substitute list – revisiting that to provide buffer - those with library experience to cover an evening, Saturday. Other option is Pro Libra. Prefer substitute list.

Staff Vacation allotment: Issue brought up to S. Pharo, going back to policies and historic precedence. Seems schedule was ignored, vacations granted before earned. Done enough so expectations were formed about. Dangerous because if staff leaves, need to reimburse library if have taken vacation without accrual. However, it was signed off on for enough people that it is an expectation. So will be an issue. Advise no action at this point.

- **Continue discussion of The Kinnelon Public Library of the Future**

M. Odian has created a draft of the Vision for the library of the future. Since he is not present, let's review and be ready to discuss in September.

Director's/Staff Report

Circulated copies of the award winning HS essay and another top placed submission conducted by teen department.

Lots of enthusiasm from participants. High quality essays!

Working with attorney to create a handbook based on approved policy manual. Look into creating a website tab for staff for login. Perhaps use Google docs for staff access. May also help organize what to pay attention to for staff.

Lot of staff concern re: benefits, FMLA, PTO, and knowing what the law is. Interest in bringing events from Borough about benefits; have rep come to Library to speak to staff.

Looking to create quiet study rooms. Move stuff to create more room for people. Need to look into whether it's possible to charge for use, especially for tutors. What do other libraries do?

Creating mobile circ station. Opportunity to conduct inventory of collection which has never been done.

Action Items

- Approval of defibrillator purchase

These are defibrillators through state contract, not refurbished. Friends approved one for KPL and the other for the firehouse because classes take place there. These are 5 year units.

L. Farmer moved to approve the defibrillator purchase, B. Morrisroe seconded and it was unanimously approved.

- Approval of digital sign purchase

Given summer break, want to ensure give right level of clarity on how we can afford this purchase and communicate that to staff and public. Money comes from capital improvement funds available exclusively for such purchases. C. Sventy will read message verbatim.

L. Farmer moved to approve purchase of sign, B. Morrisroe seconded and it was unanimously approved.

- Approval of Bills

For summer hiatus, L. Farmer suggested the following wording:

The Board delegates to those having signatory authority the right to approve and sign all "standard" checks during that period, that is, checks to our ongoing vendors and for amounts that are typical for those months. Any extraordinary expenditures are to be conveyed electronically to the entire Board (by the "signatories") with a request for approval. A majority for Trustees (that is, five of the eight) must approve electronically. This would provide the signatory Trustees with official Board approval to sign these checks. A. Vosatka motioned to approve, L. Farmer seconded and it was approved unanimously.

New business.

Received letters of resignation from A. Florio and from B. Morrisroe, both effective September 15, 2014 due to personal time constraints. The Board expressed its' appreciation for their contributions.

The following motion was made by A. Vosatka, seconded by L. Farmer and approved unanimously:

The Board of Trustees commends Aileen Florio and B. Morrisroe for their exemplary service to the Kinnelon Public Library.

Information regarding the resignations had been conveyed to Mayor Collins who requested that we draft a posting that can go up on Borough website. This document in draft form and can be found on Dropbox. Mayor Collins will announce the openings at tomorrow's council meeting. It will read somewhat like: *The Kinnelon Library Board of Trustees is calling for community-minded individuals to volunteer as Library Trustees....* L. Farmer motioned to approve the statement, A. Vosatka seconded and it was approved unanimously.

No public comments

Closed Session

L. Farmer motioned that the Board enter Closed Session. This was seconded by B. Morrisroe and approved unanimously at 9:12pm

The Board returned to Open Session at 9:44pm whereupon G. Sisco moved to adjourn, L. Farmer seconded and the motion was carried unanimously.

Respectfully submitted,

C. Whittemore, Acting Secretary