

BOARD OF TRUSTEES MEETING

September 17, 2014

Minutes

The meeting was called to order by Ann Vosatka at 7:30pm. The meeting was deemed to be in compliance of the New Jersey Open Public Meetings Act.

Members Present: S. Pharo, D. DiGiuseppe, M. Odian, G. Sisco, C. Sventy, A. Vosatka

Public Comments Regarding Agenda Items: none

MINUTES: Approval of May 21, 2014 Minutes

By motion of A. Vosatka, seconding by M. Odian and unanimous vote the minutes of the August 20, 2014 meeting was approved with the following change:

Original:

There is a discrepancy between the current written personnel policy and actual practice regarding compensation for part-time staff for every holiday, regardless if they worked them or not. This was not the intent of the Board when the Personnel Policy Manual was approved on March 19, 2014. It was moved by M. Odian, seconded by L. Farmer, and approved unanimously that the policy change shall remain effective until January 1, 2015, at which time part-time staff will no longer be compensated for holidays. It is also the expectation of the Board that a contract will be in place by that date which will cover this issue.

Change:

There is a discrepancy between the current written personnel policy and actual practice regarding compensation for part-time staff for every holiday, regardless if they worked them or not. This was not the intent of the Board when the Personnel Policy Manual was approved on March 19, 2014. It was moved by M. Odian, seconded by L. Farmer, and approved unanimously to continue the present practice until January 1, 2015, at which time part-time staff will no longer be compensated for holidays. It is also the expectation of the Board that a contract will be in place by that date which will cover this issue.

REPORTS:

Motion to approve Statistical Report, Financial Report, Financial Snapshot and Bills for Approval was made by D. DiGiuseppe, seconded by A. Vosatka and approved unanimously. M. Odian reviewed an analysis of the Statistical Report noting the continuing decline compared to 2013 in Adult, Teen and Media circulation categories while the Children's category continues to grow.

CLL/FRIENDS REPORT:

- Annual book sale profits higher than last year
- KPL will help promote book sale in the future
- Woven "throws" modeled on the Kinnelon quilt on display on the second floor are now on sale
- New head of the Department of Recreation

BORO LIAISON: A. Vosatka and M. Odian met with Mayor Collins and C. Sventy to update the mayor on KPL issues.

SEPTEMBER COUNCIL MEETING: M. Odian to attend.

OPEN BOARD POSITION:

The KPL by-laws were in conflict with Boro ordinance (latter taking preference) regarding the size of the Board. The Board is limited to seven individuals of which two are, by statute, designated for the Mayor (or designee) and the Superintendent (or designee). The Board now has one opening due to the resignations of A. Florio and B. Morrisroe. A candidate, Pat Giordano of Kinnelon, has been recommended to the Mayor.

A change to the By-Laws was discussed and agreed upon to bring the KPL by-Laws into compliance with Boro ordinance. This will be voted upon at the October meeting.

OPRA REQUEST:

Two OPRA requests have been received and met. The Library Director is the contact person for future requests. **S. Pharo is to develop a policy re OPRA Requests.**

BUDGET/FINANCE:

- S. Pharo has contacted S. Cobell re Boro revenues for 2015.
- State aide for 2015 is expected to stay at ca \$4,400.
- Mr. Ken Stride has formally contacted A. Vosatka to inform the Board that he has designated the Kinnelon Public Library as a beneficiary in his will.
- **S. Pharo is to contact "benchmark" libraries to determine level of financial support from non-governmental agencies.**

COMMUNICATIONS:

- It was agreed that KPL should allow for Trustees to join a Board meeting from remote locations but that physical presence would be required for consideration as part of a quorum or in order to vote. **M. Odian is to draft a suggested policy for consideration at the next Board meeting.**
- DROPBOX – Files such as the approved minutes and the Board Reports must be converted to a "pdf" format in order to prevent unapproved changes.
- More must be done to communicate changes and activities of the library.

MAIN:

A new membership agreement and a new contract must be approved in order to stay within the system. Both documents were discussed and it was agreed that we should proceed with both.

TRUSTEE EDUCATION:

Two webinars are available. S. Pharo to send links to all Board members.

DIRECTOR'S REPORT:

Read, discussed and accepted. S. Pharo recommended that a bulletin board be installed in the Lobby for for-profit groups. Postings will be screened by the Director and will be stamped to indicate posting does not constitute endorsement by the KPL.

ELECTRONIC MEDIA:

The importance of providing a larger portion of our collection in digital form was discussed and agreed upon. It is up to the Director and Staff to increase the proportion of digitally formatted materials in the purchasing decisions regarding the collection.

By unanimous vote (D. DiGiuseppe motioning and A. Vosatka seconding) it was agreed to approve the Main agreement and contract.

By unanimous vote (M. Odian motioning and D. DiGiuseppe seconding) it was agreed to establish a bulletin board for for-profits with appropriate pre-screening and disclaimers and with the proviso that this issue be revisited within six months.

Handicapped Access Ramp Project:

The issue of contractors was discussed. S. Pharo is to get additional bids from the two contractors on each other's designs in order to provide a true "apples-to-apples" comparison. He is to also solicit J. Whitehead's input on the matter.

PROGRAM ATTENDANCE:

Attendance at library programs is to be included in the evaluation of each program, and captured in the statistics reports..

PUBLIC COMMENT:

G. Adair: Raised the issue of the Friends book sale volume increasing while the rate of borrowing at the library is decreasing. Emphasized the importance of providing a general posting bulletin board at the library.

A, Mandanayake: Noted that the community does not have a general posting bulletin board since the Pathmark Shopping Center eliminated its' board.

J. Iannino: Questioned why a new bulletin board was being initiated in light of the Board's past decision to eliminate a for-profit content.

J. Iannino: Raised the issue of whether the August Board meeting was properly in compliance with the Sunshine Law.

At 9:12 pm G. Sisco moved, A. Vosatka seconded and it was unanimously agreed to adjourn the meeting.

Respectfully submitted,

M. Odian, Secretary