

# BOARD OF TRUSTEES MEETING

October 15, 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, P. Giordano, L. Farmer, M. Odian, G. Sisco, A. Vosatka

Members Absent: C. Sventy, C. Whittemore

Public Comments Regarding Agenda Items: none

**MINUTES:** Approval of September 17, 2014 Minutes

By motion of G. Sisco, seconded by A. Vosatka and unanimous vote the minutes of the September 17, 2014 meeting were approved.

### REPORTS:

**Statistical Report:** S. Pharo reported the following year-to-date changes in collection circulation from 2013 to 2014:

**Adult Books: -10%**

**Teen Books: -20%**

**Children Books: +2%**

**Media Books: -10%**

By motion of L. Farmer, seconded by A. Vosatka, the Bills To Be Paid were approved unanimously.

**Friends/CLL** – L. Farmer reported on activities of these groups. A key item of note is that Friends will be holding an Art Sale fund raiser on November 20<sup>th</sup>. Everyone is encouraged to support the activity.

**Remote Participation of Trustees at Board Meetings:** A discussion took place on the ability of Trustees to participate in Board meetings through remote access if unable to attend in person. All of the Trustees clearly understood the beneficial value of such participation; likewise, it was clearly noted that remote participation cannot substitute for physical presence in determining attendance or determining whether a quorum exists.

By motion of M. Odian, seconded by L. Farmer, it was unanimously agreed that Trustees can remotely participate in monthly Board meetings when they are physically absent but these Trustees shall still be counted as absent with regards to attendance. The Director was requested to provide the needed mechanism for such remote participation.

**OPRA Request Policy:** S. Pharo presented a sample policy that is used by another public library. After review it was requested that Director Pharo adapt said policy and have it presented at the November Board meeting.

**Board Succession Planning:** A general discussion took place with regards to Board organization and operations. It was agreed that sub-committees would be reduced in size to two Board members and that Personnel and Finance would continue to exist while Communications and Operations would be eliminated. This organizational structure will be formalized at the next Board meeting.

It was also agreed that community individuals be identified as possible future Trustees.

**Personnel:** Director Pharo recommended the addition of a part-time technologist to the staff. After discussion it was agreed that a new job description would be beneficial before the Board approved this position.

**Flex-Time for Director:** L. Farmer reported that a decision was required at the November Board meeting. She will seek input from CLL, Board Liaisons and other interested parties as to how well this system has been working presently. In the meantime, Director Pharo will be taking Family Medical Leave beginning at the end of October thru December.

**Kinnelon Library Legacy Foundation:** Foundation President A. Vosatka reported that the Foundation has officially received IRS approval and designation as a 501-C-3 charitable entity. The Foundation Board presently consists of three members, A. Vosatka (President), S. Pharo (Secretary) and M. Odian (Treasurer). The Foundation Board will be seeking additional members.

The Vanguard Endowment fund will be transferred to the Foundation once the Foundation establishes the necessary accounts. Additionally, any bequests made to the library will be transferred to the Foundation.

**Finance:** Director Pharo reported that in 2015 the Boro of Kinnelon's payments to the Library will be \$25.8k more than that received in 2014. This is due to the increased real estate evaluation of the Boro.

**Director's Report:**

- Sees need for technical improvements during 2015
- Family leave begins at the end of October
- Oktoberfest on schedule for Nov. 1, 2014
- Movement of Vanguard funds appears quite straightforward
- We will have Pat Giordano authorized to sign checks
- Will develop a Notary policy
- Need for an addition of rail lights on the second floor
- Need for replacement or cleaning of carpeting on second floor and in elevator
- Ramp area outside the library needs approval in order to complete before winter

**By-Laws:**

A motion presented by L. Farmer and seconded by D. DiGiuseppe was unanimously approved to amend section III, 2.c. of the By-Laws as follows:

PREVIOUS: A minimum of five and maximum of seven citizens to be appointed by the Mayor, of which no more than two shall reside outside of Kinnelon....

NEW: Five citizens to be appointed by the Mayor, of which no more than one shall reside outside of Kinnelon....

**Ramp Project:** A motion was presented by M. Odian, seconded by L. Farmer and unanimously approved to proceed with the Handicapped Ramp Restoration Project utilizing Carl Ferrara as the contractor at a cost of \$12.8k. It is realized that only two bids were obtained despite numerous attempts to invite others to bid and that the Ferrara bid was the high bid but it is strongly believed by both S. Pharo and DPW that the accepted bid was both realistic and developed by the more competent contractor.

**Public Comments:**

Jill asked the Board to revisit changing Board meeting start times from 7:30 pm to 8:00 pm.

Galina noted that people have asked her to explain what happens at Board meetings.

At 8:55 pm a motion was made by L. Farmer, seconded by G. Sisco and unanimously approved to move to closed session.

At 9:37 pm the open session was reconvened and a motion was made by M. Odian, seconded by L. Farmer and unanimously approved to adjourn the meeting.

Respectfully submitted,

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M. Odian, Secretary