

# BOARD OF TRUSTEES MEETING

November 19, 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: J. Hecht, D. DiGiuseppe, P. Giordano, L. Farmer, M. Odian, C. Sventy, A. Vosatka, C. Whittemore

Members Absent: G. Sisco

J. Hecht, Interim Library Director, was welcomed to the meeting by A. Vosatka who also introduced D. Zucker, legal representative of the library.

Public Comments Regarding Agenda Items: none

**MINUTES:** Approval of October 15, 2014 Minutes

By motion of L. Farmer, seconded by C. Whittemore and unanimous vote the minutes of the October 15, 2014 meeting were approved.

### REPORTS:

**Statistical Report:** It was noted that circulation for all departments other than Children continue to trend down by at least 10% over the previous year. J. Hecht noted that the average e-book backlog in MAIN is 34 days.

**Approval of Bills:** By motion of L. Farmer, seconded by C. Whittemore, the Bills To Be Paid were approved unanimously. J. Hecht noted that a transfer of funds from a Vanguard account would be made to cover payment of the bills.

**Friends/CLL** – L. Farmer reported that these two bodies have committed a total of \$68k toward the 2015 library budget. These groups have supported the library with approximately \$900k thru 2014, a most impressive figure.

**Flex-Time Issue:** The Director had requested permission to utilize a flex-time procedure so as to work remotely one day per week upon his return from family leave in January 2015. After a discussion there was a general consensus that a full-time physical presence was required. The Board chose not to approve this request.

**Financial Sub-Committee:** A first draft of the 2015 budget has been prepared and another meeting will be required for finalization.

**Financial Audit:** The Board reviewed the financial audit and authorized that transfer of the Vanguard endowment funds to address the key issue raised by the auditor.

**Board Succession Planning:** A. Vosatka raised the issue of succession planning for the Board and encouraged all members to search the community for potential members. It was agreed that key skill sets such as “small business oversight” would be essential for several Board members.

### **Director and Staff Reports:**

- J. Hecht reinforced the need to issue an RFP for a Board attorney. It will be ready for Board approval at the December meeting.
- The need to measure program attendance was stressed.

### **BOARD RESOLUTIONS:**

- **Flex-time:** The following was unanimously approved “The KPL Board of Trustees will not extend flex-time for the Director into 2015”. This was proposed by L. Farmer and seconded by D. DeGiuseppe.
- **OPRA Policy and Request Form:** The OPRA Policy and Request form as provided by J. Hecht was approved unanimously with the sole change of raising the cost of copied pages to fifteen cents rather than five cents. This was proposed by C. Whittemore and seconded by M. Odian.
- **Calendar Dates for 2015:** Unanimously approved as presented. This was proposed by L. Farmer and seconded by C. Whittemore.
- **Transfer of Endowment Funds:** Unanimously approved transfer of Vanguard Endowment Funds to the Kinnelon Public Library Legacy Foundation. This was proposed by M. Odian and seconded by A. Vosatka.

### **Public Comments**

- Jill I.: Questioned the start time of Board meetings. L. Farmer explained the rationale for continuing to utilize the present timing.
- Jill I.: Questioned how communications would be handled in the future if the Board eliminates the standing Communications Committee. A. Vosatka explained that it would be handled by an ad-hoc committee.

At 8:24 pm L. Farmer moved to have the Board go into closed session for the purposes of reviewing a Memorandum of Agreement between the KPL Board of Trustees and Public Employee Division, Local 108, R.W.D.S.U., U.F.C.W., AFL-CIO, CLC (Kinnelon Public Library Employees).. The motion was seconded by C. Whittemore and approved unanimously.

At 10:23 pm the meeting was reconvened in open session.

A motion was made by C. Whittemore, seconded by P. Giordano and approved unanimously to approve the Memorandum of Agreement between the KPL Board of Trustees and Public Employee Division, Local 108, R.W.D.S.U., U.F.C.W., AFL-CIO, CLC (Kinnelon Public Library Employees).

B. Morrisroe, S. Pharo (in absentia) and D. Zucker were thanked for their efforts in negotiating the Memorandum of Agreement.

At 10:24 pm a motion was made by M. Odian to adjourn the meeting, seconded by C. Whittemore and approved unanimously.

Respectfully submitted,

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M. Odian, Secretary