

Minutes of the Library Board of Trustees Meeting
March 18, 2015
Recording: Pat Giordano

The meeting was called to order at 7:37 PM by Anne Vosatka and deemed to be in compliance with the New Jersey Open Public Meeting Act. A quorum of Trustee members was present.

Attendees: Anne Vosatka, Christine Whittemore, Linda Farmer, Carol Sventy, Dianne DiGiuseppe, Sam Pharo, Pat Giordano, Mike Odian, Glenn Sisco

Minutes: The motion was made by L. Farmer and seconded by C. Whittemore to approve the minutes of the February 18, 2015 meeting. The vote was unanimous.

Public comments regarding agenda items. There were no public comments on the agenda.

Statistical Report: The discussion regarding the continuing decline in overall circulation led to the suggestion by M. Odian that the records for circulation over the last five years be reviewed. The records may assist in identifying the specifics of each portion of the collection to better guide decisions to improve circulation in the future. M. Odian volunteered to assist the Director in this effort.

Financial Report and Financial Snapshot: there were no comments.

Approval of Bills: The motion for Payment of the February bills was made by L. Farmer and seconded by C. Whittemore and approved to be paid by unanimous vote.

CLL and Friends of the Kinnelon Library: L. Farmer reported the following:

- Friends has given the library additional funds, approximately \$219.00, to purchase a portable sign to be placed in the parking lot area to alert patrons to last minute/emergency situations at the library and library grounds. For example- parking lot closures for ice or repairs.
- K-Fest will be October 17, 2015 and CLL and Friends have 4 slots at the event.
- Friends has taken on cleaning the pavers at the library entrance and replacement of damaged pavers.
- in regard to the newly installed defibrillators: it was suggested that the library might need a form or statement informing groups who use the meeting rooms that the use of the equipment in case of an emergency is covered by the Good Samaritan Law and individuals are not held responsible. Also, the library should have a plan, including documentation, that the equipment has been checked and is in working order. Further discussion suggested the library obtain additional sets of "paddles" for the machines and contact the manufacturer to determine how many charges are supported by the batteries.
- CLL is evaluating the effectiveness of their spring programs with the idea of beginning later in the year.

Borough Liaison: C. Sventy reported that the Borough marquee is a work in progress. Borough activities, meetings, due dates, etc. may be future postings. The meeting with the mayor to update him on the library is scheduled for April 14 8:00AM. At this time, A. Vosatka, L. Farmer and P. Giordano are available. We should discuss with the mayor the idea of meeting with him every other month unless an urgent need arises.

Library Legacy Foundation: there is a need for qualified members to serve on the foundation board. Everyone was asked to consider potential candidates. The need to move funds was presented. See discussion under New Business

Personnel SubC had nothing to report.

Finance SubC had nothing to report.

Maker Space Update: S. Pharo met with the student involved in requesting a Maker Space club and developed a form to circulate to gauge interest. At this time it will be open to all ages. M. Odian suggested the capital obligation be considered before the club is finalized. S. Pharo will research grant applications and community partnering. Physical area in the library will also need to be considered.

Marquee Guidelines: the draft of the guidelines for postings to the marquee should be suggestions and helpful tips rather than a "Do Not" list. It was decided there should include a statement that the Director or the Office Manager shall have final jurisdiction over postings.

Interns, Best Small Library, and KVOA:

- there has been no response from Rutgers University on the internship posting. Perhaps other Masters Programs, like Pratt, should be approached.
- the Library Journal did not select our application for Best Small Library Award.
- KVOA radio program is currently inactive due to illness and will be removed from the website.

Other Topics Requiring Action:

- crossover with Borough computers still being worked on
- ramp project – S. Pharo will contact the contractor and DPW to determine if any action can be taken yet considering the weather.
- rail lights have been installed in the second floor hallway, doubling the lighting for art exhibits.
- the Borough has not yet filled the position of CFO but discussions have begun on the handling of library appropriations from the town.
- carpet cleaning has been put on hold until it is determined if they will be cleaned or replaced. Family Carpet has been contacted to measure the floor space. Cork flooring is under consideration. The tile in the elevator will be replaced with left-over of the current tile.

Directors Report: there were no comments on the Directors Report

MAIN: the offices were moved out of the county library. The members of the Board of Directors are directed to act as liaisons to the various committees within MAIN. S. Pharo is the liaison to the Circulation Committee.

Action items:

A motion was made by L. Farmer and seconded by C. Whittemore to approve a line item increase for Delivery Services to the 2015 Budget and was approved unanimously.(Library Link NJ has required funding in order to maintain 5 day service of inter-library loans across the state in the amount of \$441.25).

A motion was made to approve Resolution 2015-B: Staff Development Day by C. Whittemore and seconded by L. Farmer and was unanimously approved.

A motion was made by L. Farmer and Seconded by C. Whittemore to approve Resolution 2015-9: Marquee Guidelines with the additional line as noted in the discussions and was unanimously approved.

New Business: A past resolution of the board mandates that funds currently in the Capital Improvement accounts cannot be moved. However, current regulations by the State of New Jersey dictate that the accounts holding those funds must be FDIC insured and cannot be "high risk". The only possible accounts available, that yield any interest, are the State of New Jersey Cash Management Fund, which has a current return of approx. 0.12%, or a Money Market Account which is slightly higher. The Directors of the Kinnelon Library Legacy Foundation will continue to investigate possible accounts. The Library Director will research the timeline of the capital needs of the building and will contact the Borough regarding responsibility/funding of any necessary structural improvement and draft a resolution for the April meeting.

Public Comments: it was requested by Jill I that the projection of the agenda and the various reports and drafts used during the meetings be made larger and that the actual paragraph from the Open Public Meetings Act that outlines compliance be read at the beginning of the meetings. She also noted that the posting for the Part-Time Technologist does not include work hours or compensation. The board agreed to research what is common practice for listing those details in a job search.

The motion to move to closed session was made at 8:53 by L. Farmer and seconded by G. Sisco and unanimously approved.

A motion to resume open session was made by D. DiGiuseppe and seconded by L. Farmer at 9:00.

The motion to adjourn the March meeting was made at 9:00 by G. Sisco and seconded by L. Farmer.