

Minutes of the Kinnelon Public Library Board of Trustees Meeting
June 17, 2015
Recording: Pat Giordano

The meeting was called to order at 7:30 PM by Anne Vosatka and deemed to be in compliance with the New Jersey Open Public Meeting Act. The compliance statement was read aloud by the President of the Board of Trustees. A quorum of Trustee members was present.

Attendees: Linda Farmer, Sam Pharo, Pat Giordano, Glenn Sisco, Anne Vosatka, Christine Whittemore, Carol Sventy, Mike Odian. Also present was Greg Gallet, Technologist for the Kinnelon Public Library
Absent: Diane DiGiuseppe.

Minutes: The motion was made by L. Farmer and seconded by M. Odian to approve the minutes of the May 20,, 2015 meeting. The vote was unanimous.

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

Statistical Report: it was noted by the Board that the 2015 year to date circulation numbers show a decrease in circulation in the Adult and Teen departments and an increase in Children and media that results in an overall slight (approximately 2%) decrease over last year. This was confirmed by the Director. The report will be filed as submitted.

Financial Report and Financial Snapshot: no questions

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

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

- 2 cash registers have been purchased and delivered for the annual Book Sale.
- the Gold Award Candidate SPEAK UP event was held this past Saturday.
- the ramp improvement contractor has discovered deterioration in many of the walkway pavers. The pavers will need to be replaced.
- the recent fundraising programs have been evaluated in terms of Net Return with the following results:
 - Shredding Event: \$930.00 with 71% return
 - Duke Estates Program: \$1037 with 51% return
 - Barn Theatre Trip-: \$1104 with 34% return

The purpose of the evaluation is to determine the profitability of each program and thus if the program should be continued. Future programs will be similarly evaluated.

CLL: nothing to report as CLL is inactive for the summer.

Borough Liaison: C Sventy reported.

- the Borough budget is to be voted on this week and is expected to pass. Approximately \$25,000 is to be used to upgrade telephone and email systems. Committee members will have their own email addresses to better comply with the NJ Public Records Act and to allow all email to remain with a position rather than a person. This provides better historical recordkeeping. The Borough website is to be updated in early July to facilitate public use and Borough updates. The Borough is holding a training session on Mon, June 22 at 10:00 AM on the improvements being made if that would be of interest. C. Sventy suggested the Library consider making its website available through a link posted on the Borough website.

- Kfest is set for Sept 26 2015 with a 12:00 start and 7:30 fireworks.
- C. Sventy and A. Barish of the borough council took pictures at the SPEAK UP event cited above and posted on Facebook. It was suggested the library share the post on its Facebook page.
- at the meeting last week with the mayor, the upcoming Library board of Trustees vacancy was discussed. See further discussion below.
- C. Sventy asked , in regards to the library computers, who fixed the recent server problem and what happened to the back-up hard drive. S. Pharo explained that the server is covered under MAIN and as such the IT contractor for MAIN is responsible for maintenance. Our in-house Technologist cannot be responsible, as specified by MAIN agreements. The following discussion pointed out the fact that being tied to MAIN could result in future difficulties in service. As to the hard drive, it was stored in a locked closet and it was S. Pharo's opinion that it was inadvertently used elsewhere in the library. A cloud based, secure, backup system is being investigated. It was also suggested that a Server Cage be purchased to protect both the server and the backup hard drive.
- C. Sventy also voiced concerns that have been conveyed to her. Including:
 - Website is difficult to navigate, and needs to be updated.
 - Circulation is down
 - too much is being spent on technology
 - the library needs more teen and young adult programs

Technologist Presentation: was moved up on the agenda to allow the Technologist to leave the meeting. G. Gallet reported:

- the cloud backups being considered are Drop Box, OneDrive, and Google Drive. An important feature of each is that they are all supported by large, established corporations which makes the long term stability more likely.
- a 3D Printer has been ordered for the Maker Space Program. See details below.
- a second button maker is here and in use. Several examples were shown. When asked how long it takes to make a button, the actual machine takes approximately 20 seconds. The time to design, print, and cut-out the paper portion is variable.
- charging stations for cell phones and Apple devices are installed and in use by patrons.
- fliers promoting e-media are available throughout the library and technical questions are answered by appointment. Fliers explaining the use of library e-readers are being developed at the request of the staff.
- door traffic counters were investigated and a video system that tracks incoming and outgoing traffic appears to be the best choice as opposed to a system that simply counts without regard to flow.
- one item to consider is a wireless printing system. The discussion that followed brought out that it would be beneficial to staff and patrons. The library would have to rely on the honor system for patrons to pay their printing costs. At this time it was felt that that would not be a problem.
- G. Gallet to join S. Pharo in leading the Teen Summer Reading Program.

Library Legacy Foundation/ Make Space Proposal: S. Pharo reported that the Foundation considered, and approved, a proposal to create 6 Maker Space sites throughout the library and to fund the 3D Printer and other equipment requested as discussed below. M. Odian will begin drafting policies for proposal submissions to the Foundation.

M Odian brought up the idea of investigating the potential of videotaping programs to be offered on-line to patrons who cannot attend. The discussion brought up obtaining permission from presenters and attendees, where to post the information (You Tube, Library website, etc.), and the potential option to tape without showing attendees, as in the case of Children's Programs.

Personnel SubC : had nothing to report

Finance SubC : had nothing to report

MakerSpace Overview: S. Pharo reported that the KLLF proposal approval resulted in the purchase of a Lutzbot Taz D Printer, Makey Makey Circuit Board kits , and a second, larger button maker. Filament supplies for the printer range from \$25.00-\$40.00 per kilo depending on the type of material. There will need to be a policy written regarding printing because each piece takes a significant amount of time as well as varying amounts of filament.

General discussion of measuring use of the library followed since some services cannot be tracked by sign-up nor by circulation numbers (e.g. Maker Space equipment, Emedia). Traffic count has limitations as well. Feedback could be obtained on library services via a Suggestion box on the website, or evaluation forms at public events like Kfest and Summer Reading. Again, the topic of a means to survey patrons and non-patrons to determine success of each program was discussed.

Program Specialist: S. Pharo reported that the second round of interviews, attended by the Personnel SubC of the Board, was conducted earlier today. One candidate stands out as a possible hire. Six applicants responded, three were invited back for second interview, two were interviewed.

Trustee Membership Changes: A. Vosatka reported that during the meeting with the Mayor last week the Board was advised that open positions on any Borough Board of Trustees should be filled within 30 days of the end of the term. Thus, she has approached a resident who is considering the position. In addition, P. Giordano and A Vosatka have spoken to 1 additional resident regarding the upcoming opening. If possible, interested parties should contact the Mayor before the July 9 Council Workshop meeting. A. Vosatka will attempt to arrange for the candidate to meet with some additional Library Board members so that any questions or concerns can be addressed. The Board was reminded to keep in mind we will be having openings in the future.

Digital Media: S. Pharo reported that the current E-book and Audio Book selection is a shared selection through MAIN. He has looked into supplementing the MAIN listing. There are private cloud services and a service on 3M that we currently use, whereby a single library can purchase select titles with no minimum purchase requirement. This is different from the previous Digital Media system. He also suggests a video streaming site, Indieflix, similar to Netflix, for library patrons. During the discussion that followed the Board agreed these would be good investments, but that promotion would be required. Library marquee posting, perhaps a media article; any means of making the public aware of the digital offerings we provide.

Staff Reports: no comments

Directors Report: no comments on the written report submitted. S Pharo summarized

- the work on the ramp requires the side entrance be closed off. Damaged pavers continue to be identified. The damage is primarily due to weather damage and winter treatment of the walkway with ice melting chemicals. Once the ramp is completed the walkway will need to be addressed.
- the AC compressor has been replaced by DPW
- the computer server has been fixed, routine backup is in place, the file server is no longer linked to the public in any way, and a new backup hard drive is in place.

-the Girl Scout Gold Award Project had approximately 50-75 attendees. L Farmer reported that a resident is going to nominate the Girl Scout in charge of the project for an American Association of University Women Award.

Action items: Resolution 2015-11 thanking C. Whitmore for her years of service and contributions to the Kinnelon Library Board of Trustees was read. G. Sisco motioned for approval of the resolution. Second: L Farmer. The resolution was approved by unanimous vote.

New Business: none

Public Comments: Jill I had the following inquiries:

-is the position of Board of Trustees member advertised?

The Board responded that the position is listed on the Borough Website. The President of the Board is recruiting interested parties because there has been little or no response to the posting.

-the idea of taping the meetings as other organizations do was presented. Has the Board considered taping the meetings?

The Board responded that there is no legal requirement to tape meetings. The idea has been considered and rejected .

-the practice of reading the actual statement stating that the meeting is in compliance with New Jersey "Sunshine" Law was brought up in the past. Was it read and is it in the meeting minutes

The Board responded that the statement was read at the beginning of the meeting. C Sventy reported that the Borough Council prints the statement on the agenda for the meeting and reference is made in the minutes as to the reading of the statement. It was agreed that this will be the procedure for future meetings of the Kinnelon Library Board of Trustees.

-at the request of G. Adair Jill asked why the Technologist gave a report to the Board in person. Was the Board not interested in the other departments of the library

The Board responded that the presentation by the Technologist was encouraged so that the Trustees had the opportunity to meet the new hire and get his assistance in using some of the new technologies. This is not designed as a permanent opportunity to present to the Board.

Nancy Z. - is occasionally asked questions by patrons regarding Kinnelon history. The library has a limited collection addressing Kinnelon History. She suggested that we contact L' Ecole, the town museum, and/or the Historical Commission to combine historical material in one location.

-C. Sventy made note of the suggestion since she is the liaison to the Historical Commission for the Borough. S. Pharo reported that some informal discussion has begun with L' Ecole regarding bound copies of old local newspapers. Anne M. contributed that a resident of Kinnelon has a personal collection of newspaper clippings that they might contribute. It was decided that between S. Pharo and C Sventy discussion would begin to bring all of the resources to the proper location.

Anne M- suggested that videotaping presentations may lead to lower attendance.

-the points during the discussion were that we should test the idea on a limited number of presentations, we should consider a delay in the broadcast, some programs require interaction by the audience , some patrons may not be able to attend but are interested, and some presenters will not give permission to video tape.

Adjourn: G. Sisco motioned to adjourn at 9:04PM and was seconded by C. Whitmore.

