

Minutes of the Kinnelon Public Library Board of Trustees Meeting

October 21, 2015

Recording: Pat Giordano

**Sunshine Law Compliance:**

This regularly scheduled meeting of the Kinnelon Public Library Board of Trustees is being held in conformity with the Open Public Meetings Act. Proper public notice of the meeting was published in the Suburban Trends and Star Ledger on September 9th and posted on the Library's website.

The October meeting of the Board of Trustees was called to order by President A Vosatka at 7:33PM. The President deemed the meeting to be in compliance with the New Jersey Sunshine Law and read the above statement aloud.

**Attendees:** A. Vosatka, M. Odian, P. Giordano, J. Horton, L. Farmer, C. Sventy, D Giuseppe, S, Pharo

**Absent:** G. Sisco, C. Sventy

**Approval of the September 19, 2015 Minutes:** Motion by J Horton, Second by L. Farmer. Unanimous vote to approve.

**Public Comments Regarding Agenda Items:** J.I requested elaboration on the Personnel Review topic for Closed Session. The Board responded that we have discussions regarding Personnel Reviews on a regular basis but cannot further discuss Closed Session topics.

**Statistical Report, Financial Report, Financial Snapshot and Bills for Approval:** The disturbing lending trend continues. Children's continues to increase, while all other areas decrease. In the first through 3<sup>rd</sup> quarters of the year, Children's increased 9% while all others, as a group, declined 9%. We need to address this issue and perhaps should consider it as one of our formal objectives for 2016. Motion made by L .Farmer and Seconded by D Giuseppe to file the reports as presented. Vote unanimous.

**Informational Discussions Including Sub Committee Updates:** Based on the success of the staff presentations at the September meeting, we will continue the presentations as a regular addition to the monthly meetings.

**Adult and Teen Programming Past and Present:** Last month we were presented with an overview of the activities of the Adult Program department. K Christian reported this meeting. The improvements to web access for registration and sign up continue; including streamlining the access through the KPL web calendar, access though Mail Chimp, and a tab on the KPL website. The department is working to build the email list which has increased from 400 to over 700 patrons. Work with Home News today newspapers continues as response to the listings increased to the point where care will need to be taken when programs have limited class size. Currently, there is a waiting list of 15 for the Pet CPR Class and an additional class was added to the Babysitting Certification class. Teen programing in general continues to struggle. Social media is being investigated to reach more teens and length and timing of

classes are under review. It was noted that A Mandanayake successfully ran the programs by herself in the past while also working as a librarian and was commended for her efforts.

The recent work on the butternut tree logo will be carried through business cards and paperwork for the programs to maintain consistency throughout all areas of the library. The logo is a butternut tree on top of a book. The new design is thought to be more modern while remaining a connection to the town with the historical tree and the design submitted by a resident.

In the past, at a time when there were more members, the Advertising and Public Relations for the library were handled by the Board. The Board expressed their gratitude to K Christian for her efforts in these areas and will consider these areas to be formal objectives for 2016. K Christian has a number of ideas for future opportunities, including Kfest and announcements on the new phone system. Care will be taken to avoid overlap with CLL and Friends of the Kinnelon Library for future programs.

Regarding last minute cancellations, e.g. weather, the question was raised asking if there is a mechanism for notification. The registrants provide a telephone number and email. Email will be the preferred means of notification in light of the current telephone situation.

Regarding video broadcasting of programs, the video recorder has been purchased. The idea is to video the presenter, with their permission, and make the recording available to the presenter as an incentive for permission. The video will then be made available after the conclusion of the presentation on the KPL website. The idea of a delay is to encourage physical attendance, but allow interested patrons who cannot get to the library the opportunity to participate in the programs.

K Christian also reported that she had attended a programming meeting that was attended by 18 -20 program specialists from other libraries. The purpose was to share ideas and concerns and perhaps develop a network of libraries that would cooperate on advertising all library programs.

The Board thanked K Christian for her report and her progress with KPL programs.

#### **CLL and Friends:**

CLL fall semester is in progress. The telephones continue to be of concern as most of the CLL participants rely on telephone more than internet communication.

Friends currently has a second membership drive in progress. The chairperson for the book sale resigned, requiring re-organization of the book sale. The chairperson for the Service Directory also resigned. The same person was responsible for soliciting advertisers to pay for the publication of the directory. It is unclear if the same revenue will be raised this year or if the organization will be required to spend money for the publication. In the past, the advertising covered all of the related expenses. Each resident is given a printed copy of the directory and extra copies are provided to the library. A web based publication is not under consideration as it is felt that a hard copy is preferred by many residents. Perhaps the directory could be posted to the website in addition to the printed edition as past experience with the newsletter indicated that the newsletter was read when mailed but not read at

all when posted. The need for the two new committees just arose at the last Friends meeting so they are currently still in planning stages. They hope to have both committees finalized by January 2016.

**Borough Liaison:** There was no formal presentation from the Borough. It was noted that a recent article had appeared stating that the town was in negotiation to purchase a large parcel of land on Boonton Avenue. The preliminary discussions included the building of a community center along with basketball courts, walking track and additional fields. This could potentially impact the library as a community center. Also noted was the fact that A. Barish of the town council had spoken with the owner of the company installing the new telephone system and had discussed the possibility of withholding payment as it has been over a year since the project began. The Borough hall is still not completed and the police are next in line. Since the borough is funding the project, we are currently tied to the Borough. There is still only a single phone line to the library. It was suggested that the library investigate the possibility of, and cost of, establishing our own system. Perhaps the cost could be shared with CLL and Friends.

The President of the Board reported that she had received a call from Kinnelon Police that one of the organizations using the library after hours was unable to lock one of the doors. The police had no key. The problem has been corrected and the police now have keys to all doors.

**Kinnelon Library Legacy Foundation:** nothing to report.

**Personnel SubC:** had nothing to report

**Finance SubC:** M Odian reported that the Subcommittee had met for the purpose of transferring information to the new members of the committee. Discussion included the issue of the decrease of approximately \$2500 in funding from the State of New Jersey for 2016. It has been requested that we meet with the Mayor to discuss the timing of money transfers from the town to the library. Currently, the town provides payroll service for library employees, which is the bulk of the library expenses. The town then transfers the balance of the yearly funds at the end of the year. The Finance SubC proposed that we request that the funds be transferred throughout the year, based on estimated surplus funds over payroll expenses, so that we may use the funds as needed. The meeting with the Mayor is currently scheduled for November 5, 2015.

**Library 2016 Appropriation:** the 2016 funding from the State of New Jersey has been announced. Our funding will be \$2499, or 0.35% lower in 2016 than in 2015. The funding has remained flat across Morris County. The tax revaluation of Kinnelon will impact funding for 2017, but not 2016

**Website Redesign:** G Gallet is seeking vendors to redesign the KPL website. The estimated cost is \$2500-\$3000. The coding of an updated website will require more man-hours than are available to the library Technologist. The idea is to utilize the pieces that already make up the current website, but purchase a platform design that allows seamless use. KPL will be responsible for content.

**Staff Development:** MAIN recently sponsored two informational sessions presented by Black Belt Libraries. Six staff members attended a Customer Service seminar and one attended a Human

Resource /Labor Law seminar. The response from the staff was positive. The idea of an in-house Staff Development day is still a consideration; however, off-site events gave staff the opportunity to interact with others in the field and allowed the library to remain open. The Board requested that a report on procedural changes as a result of the seminars be presented at the November meeting.

**Director and Staff Reports:** in addition to the above reports, the carpets in the upstairs meeting rooms, hallway, and Friends office are scheduled to be cleaned after hours. The carpet replacement estimates show the cost to be in excess of \$17,500, requiring a bid offering. Samples of 2 styles of carpet have been received.

A potential capital project for 2016 would be installation of solar panels as proposed by the Greening of Kinnelon Winner to power the marquee. The projected cost is approximately \$5600. Discussion included the possibilities of involving either the Borough signage or the KHS signage. Or any other energy requirement in the building to make the project more cost effective. Further, are there any ordinances prohibiting solar panels. The environmental message conveyed by the library has value, although not necessarily monetary, and should be considered. The Board acknowledged that while there is interest in the project, the proposal needs further refinement.

The following statement was put forth by L Farmer on behalf of the Personnel SubC regarding reports in general.

“Yesterday a concern was brought to the attention of the Personnel Subcommittee. Upon careful review, discussion, and legal input pertaining to procedures and employee privacy laws the following action was taken. The Personnel SubC would like to inform the Board that we have redacted a segment of one of the monthly staff reports. Board report authors are reminded that these documents are part of the public record. Matters pertaining to personnel performance or grievances should not be part of the public record, to protect workers’ privacy. The Personnel SubC would like to reinforce that existing processes need to be followed to address grievances.” The matter in question will be dealt with according to those procedures.

**Action Items:**

Liquidation of Vanguard Capital Improvement Account- Resolution 2015-12 is hereby brought forward for approval in order to comply with statutory requirements that the Capital Improvement Account be low risk in nature yet still remain flexible. Motion for approval made by M Odian; second by J Horton. The vote in favor of approval was unanimous.

Finance SubC 2016 Budget Request: a request was made of the director to begin gathering the necessary budget requests so that the SubC can begin evaluation of the 2016 budget.

**New Business:** the Board was notified that a metal Knox Box containing a master key has been installed. The observation was made that public notices have been observed in the elevator and the public is requested to use the proper posting area in the downstairs hallway.

**Public Comments:** none

**Closed Session:** a motion was made by L Farmer and seconded by J Horton to move to closed session.

At 9:07 a motion was made to return to Open Session and was immediately followed by a motion by L Farmer and seconded by J Horton to adjourn the October meeting.