

Minutes of the Kinnelon Public Library Board of Trustees Meeting
November 11, 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 November meeting of the Board of Trustees was called to order by President A Vosatka at 7:30 PM. The President deemed the meeting to be in compliance with the New Jersey Sunshine Law and read the above statement aloud.

Attendees: A Vosatka, S Pharo, M Odian, G Sisco, C Sventy, L Farmer, J Horton, P Giordano

Absent: D Giuseppe

Approval of the October 2015 Minutes: Motion by C Sventy; second by L Farmer. Unanimous vote to approve.

Public Comments Regarding Agenda Items: none.

Statistical Report, Financial Report, Financial Snapshot and Bills for Approval: The downward trend of lending of materials continues. The only department with increased lending over 2014 is Children's. The Board will consider making Increased Circulation a stated objective of the for 2016 The reports are to be filed as presented. The motion was made by L Farmer and seconded by J Horton to approve the October bills .

Informational Discussions Including Sub Committee Updates: S Pharo reported on behalf of the six staff members who attended a Customer Service training session offered by MAIN and presented by Black Belt Libraries. The specific area of Confrontational Patrons was highlighted. The potential conflicts or confrontations are community based; urban versus rural, economics of the community, etc. The presentation suggested that written protocols be distributed to staff to aid them in understanding management expectations of conflict resolution. The safety of the staff in the event of physical confrontation was discussed. The adult area has a physical barrier (the height of the front desk) as well as a larger number of staff on duty. The Children's area has at least 2 staff members on the floor at all times. It has been requested that a speed-dial button be programed into the new phones that would call 911 and perhaps a panic button be installed under the main desk.

CLL and Friends: L Farmer: both organizations are increasing their respective contributions to the library for 2016. Friends will increase by \$2000 and CLL by \$1000. The total for 2016 is to be \$71,000.00. Both organizations are intending to increase the size of their respective Board of Directors. The Library Board of Trustees requests a succession plan from each organization at the annual

presentation to the Board of Trustees in January. The Trustees are asked to review the by-laws of the two organizations for clarification on the relationship between them and the library.

Borough Liaison: C Sventy reported that the telephone system has been completed in the Borough complex. She noted that the reception on the library line is superior to that of the Borough Hall and will ask that the matter be addressed there. The director pointed out that the system is Voice over Data and thus any firewall protections need to be circumvented in order for the phones to work properly.

C Sventy, A Vosatka, and J Horton met with the mayor recently to request that the funds due the library from the taxes collected by the borough be passed to the library on a more timely basis. The mayor agreed to look into quarterly payments of funds in excess of payroll costs, with a small reserve to remain in place until the end of the year to cover any unforeseen expenses. The Borough is currently short on staff so the library is asked to remain patient in getting this matter resolved.

The various committees and council members of the Borough are putting an email address system into place in order to better comply with OPRA requirements. The Trustees of the library are asked to consider this option. All correspondence relating to public Board matters would utilize an email system based with the library. Thus, should any questions arise regarding public business, personal email accounts would not be affected. There will be a discussion and vote at the next Board of Trustees meeting.

Kinnelon Library Legacy Foundation: nothing to report.

Personnel SubC: nothing to report.

Finance SubC: J Horton concurred with the report by the Borough Liaison regarding the transfer of funds from the town. A Capital Budget, requested by the mayor, is in the planning stages. The plan is to include 1, 3, and 5 year capital improvement requests and is due to the mayor by December 1, 2015. The Capital Budget will be presented to the mayor to consider funding projects for the library as for all departments of the Borough. Any projects not funded by the town will then be presented for the Board to consider. The 2016 KPL budget will be ready for presentation at the December meeting.

2016 Objectives- Marketing: after discussion of the current needs and improvements of Marketing and Public Relations, it was decided the Board of Trustees would not create a standing Sub Committee for the purposes of Marketing and Public Relations. Every effort will be made to maximize free avenues open to us and committees may be formed on an ad hoc basis as needed.

Solar Panel Ordinance: S Pharo reported that the Borough does allow the installation of solar panels provided they are roof mounted and not visible to residents. The library building is owned by the municipality and thus would require permission from the council in order to entertain the idea of installing solar panels.

Part-Time Hourly Audit: An audit was conducted of part-time library employee hours in 2015, comparing hours budgeted to actual. If the audit reveals any part-time employees are averaging

above their budgeted average work hours per week, adjustments will be made to the regular schedule as needed to align actual average work hours per week with the budgeted average by years end.

Collection Agency: in light of the fact that the accounts receivable is currently in the \$16000.00 range. There are collection agencies that base their fees on money collected, but do impact credit ratings of persons from whom they do not collect. Other ideas included forgiveness periods and Food for Fines. KPL currently sends email notifications, followed by written notifications. It was decided that more details were needed; including aging, fine amounts, and personal information (moved, deceased, etc.) in order for the Board to make a decision on how to proceed. Board members were asked to evaluate the data with compassion as our intent is to collect while maintaining a positive relationship with patrons.

Capital Projects Review: a recent request was made by the mayor to all departments within the Borough to submit a 1 year, 3 year, and 5 year Capital Projects proposal. The due date for the proposal is December 1, 2015. In light of the short timeframe, the Finance SubC will review and approve a proposal set forth by the Director and report such at the December Board meeting

Director and Staff Reports: staff reports will be filed as presented. The Board expressed their extreme gratitude to the staff and volunteers for their efforts in making the Haunted Library such a huge success again this year,

S Pharo reported that the Technologist has completed their six month probationary period. The Program department did a phenomenal job in replacing the "Godfather's Daughter" program when the author cancelled at a late date. The "Jack the Ripper" replacement program drew 38 attendees with a one week lead time. There is discussion to take place at the next staff meeting on how to word a phone prompt for programs and a schedule is to be distributed to the Borough Hall as calls are often directed there and currently cannot be transferred to the library. It was requested by the Board that future meeting room reports contain a chart of how and who used each meeting room as well as the current list of numbers. E.g. a copy of the schedule for all rooms for the month.

The Board requested that the Director give public notice that the January meeting will begin at 7:00PM, earlier than previously publicized. The Re-organization meeting of the Board of Trustees will take place from 7-8 PM followed immediately by the regular Monthly meeting. All board members are asked to contact the President with suggestions for reorganization of the Board. In light of which, it was agreed that the Board would begin a trial program of rotating the written recording responsibility for the monthly meetings. The Secretary would then review the proposed minutes before presentation to the Board for approval.

Action Items: none

New Business: none

Public Comments: JI questioned whether the change in the November meeting was presented at the October meeting. The Board responded that the members were reminded of the change that all agreed to via email previous to the meeting and that proper public notice was given. JI also asked if the Board had reached a decision on including "Old Business" to the agenda. As was explained previously, the board addresses old business routinely and prefers to address old business within the topic rather than group all old business in a separate area.

The motion to adjourn was made at 9:11 PM by G Sisco and seconded by L Farmer.