

Minutes of the Kinnelon Public Library Board of Trustees Meeting  
December 16, 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 December 9th and posted on the Library's website.

The December 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, D DiGiuseppe

**Approval of the November 2015 Minutes:** Motion by M Odian; second by G Sisco. 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 Children's circulation was also down vs 2014. Overall, circulation was down between 5-6%. The reports are to be filed as presented. The motion was made by L Farmer and seconded by M Odian to approve the November bills.

**Informational Discussions Including Sub Committee Updates.**

**CLL and Friends:** L Farmer reported that the annual report to the Board of Trustees will not take place at the January meeting due to a medical procedure. The report will be presented at the February meeting instead. Revenue is down slightly over 2014 \$35,188 vs \$35,542 and the membership drive continues. 7 quilts have been sold since the library began accepting credit cards. Currently CLL does not accept credit cards and there may be an iPad donation in the near future which is required to allow CLL and Friends to accept credit cards through SmartCard. Of the 7 quilts sold, 2 were sold due to publication in a local church email. Perhaps other churches should be approached.

**Borough Liaison:** C Sventy noted that the reorganization meeting for the Borough Council is to take place on January 4. She inquired as to the status of the Resolution for the Library Board of Trustees to utilize email accounts through the library. That resolution will be voted on later in the meeting. She also inquired why the Library website is being redesigned. It was explained that the current website is outdated in appearance, the calendar is not integrated, and the payment for programs needs to be included, among other problems. The new Borough website was cited as an example of a newly relaunched site that we would like to emulate. Most libraries do not design their sites in-house, thus we are contacting outside firm for estimates. Our site will be hosted by NJ State Library's, which is free to

us, and we will be responsible for content. C Sventy requested that the ease of update be addressed with the new site. It was further noted that the new site will be mobile “friendly”. C Sventy also asked for a status on the accomplishments of the Board for the last year so that she may include that in her report to the Borough Council at the January 4 meeting. There is to be a review of The Library Board of Trustees 2015 Objectives later in this meeting and any further elaboration will be provided to her if required.

**Kinnelon Library Legacy Foundation:** The Foundation had 2 meetings this month and has agreed to fund several capital improvement projects for 2016. The request to the Foundation shall be presented in grant format.

**Personnel SubC:** The annual review of the Director will take place on January 20 during closed session. Nancy Zaccagnino has announced her retirement in January. The committee will meet to discuss filling that position. The job description for that position needs to be updated and no posting has yet been made.

**Finance SubC:** J Horton reported that the 2016 Operating Budget being presented for approval is a conservative, balanced budget that the committee feels is realistic. Budget details of note:

Two budgets were presented by MAIN to the Morris County Board of Chosen Freeholders. We were recently informed that the budget with lower member dues was chosen with the Freeholders contributing to MAIN. There was to be a decreasing contribution by the Freeholders, however, they upheld their contribution to MAIN. The actual invoice will be delivered in January, at which time we will alter our budget numbers accordingly.

Payroll Expenses will be impacted in 2016 in a way we cannot yet foresee. The numbers budgeted are conservative until such time as the newly announced retirement is finalized and the position filled.

CFO/CTC position at the Borough has recently been filled and we expect to meet with the CFO in February to finalize the quarterly transfer of library funds from the town.

It was noted that the formation of a balanced budget again this year over the \$150,000 over-expenditure of the recent past was truly a positive sign that the library continues to strive to be fiscally responsible to the citizens of Kinnelon.

J Horton also noted that the committee is working on a Capital Improvement budget. As noted at the last Board meeting, several projects have been submitted to the Borough for funding at the request of the mayor. The Committee will present a Capital Improvement budget to the Board as soon as we have feedback from the Borough and The Kinnelon Library Legacy Foundation on what those two organizations will fund.

The report from the auditor noted that the Vanguard Funds have been moved to the proper accounts and the only suggestion was that funds collected be deposited more frequently.

**Nancy Zaccagnino:** has given notice to the Director that she intends to retire from the Library. Her last working day will be January 21, with accumulated vacation days to follow. The Board wishes Nancy well.

### **Accomplishments Against Objectives 2015:**

#### Community Outreach

- Programs- Adult and Teen Programming received the most emphasis since Children's has had programs in process for some time. The hiring of the part-time Program Specialist to aid in these two areas has resulted in more programs including fitness, author presentations, music and dance presentations. In the discussion to follow it was suggested that other venues in town be investigated to facilitate more programs, larger audiences, and/or other options such as stage, audio, etc. Kinnelon Public School Auditorium was one venue of note.
- Public Relations- announcement of library events has increased in local newspapers and is being included on the Kinnelon High School Public TV Channel. Other areas of free publicity are to be investigated (see Nov minutes) before the library considers paid publicity.

#### Financial Stability

The funds previously invested in the Vanguard account have been re-organized into the Kinnelon Library Legacy Foundation as per the audit recommendation over the last few years. The Capital Funds account has also been reinvested as per statute. As a result, the total funding available to the library decreased \$140,544. However, CLL and Friends continue to increase their support of the library.

#### Flexible Workforce Development

The added Part-time positions of Program Specialist and Technologist were in keeping with the objective of a flexible workforce. In addition, replacement of exiting personnel with part-time employees with the same flexible job description maintained the objective in the current workforce.

#### Physical Plant

- Handicap ramp repair completed
- 2 rain barrels were installed to provide water to the gardens
- Gallery repainted

- Gutters were repaired
- Carpets upstairs were deep cleaned and the vinyl floor stripped

#### Technological Capabilities

- The hiring of the library Technologist not only provides a resource to our patrons, but also provides a liaison with the technology coordinator with MAIN.

**Director and Staff Reports:** S Pharo reported that the staff was to be presented with the opportunity to obtain ID issued by the Kinnelon PD acknowledging their employment at the library. Currently, there are no credentials. It was suggested the police be supplied with a list of employees and CLL and Friends officers who have permission to access the building. Also noted was the development of a USB stick with the library logo for purchase.

#### Action Items:

- 2016 Budget- motion by L Farmer; second by D DiGiuseppe with unanimous approval. Discussion included comments that the invoice from MAIN will arrive in January and is expected to be lower than approved. Estimated at approximately \$10,000 instead of \$13,000. Cuts were made in the technology area as those costs for hardware are actually capital expenditures and will be reflected in a capital budget. Digital is lowered until Payroll expenses are confirmed. Programming is increased to support the mission to offer more teen and adult programs. Some funding covered by increased revenue from CLL and Friends.
- MAIN Membership Agreement- motion by L Farmer; second by G Sisco with unanimous approval. Discussion was that MAIN has changed some items in the by-laws and thus requires member libraries to sign new membership agreements.
- Resolution 2015-13 Establishing Board of Trustee Email Accounts- motion by J Horton; second by M Odian with unanimous approval. There was no discussion as Board members were asked to consider the resolution during the last meeting for a vote on this date.

**New Business:** The Annual Meeting will take place on January 20 beginning at 7:00 PM followed by the regular Monthly Meeting at 7:30 PM. The annual meeting will include an annual Report as well as Reorganization of the Board.

**Public Comments** none

The motion to adjourn was made at 8:42 PM by G Sisco and seconded by L Farmer.

Respectfully Submitted,