

Minutes of the Kinnelon Public Library Board of Trustees Meeting
January 20, 2016
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 January 13 and posted on the Library's website.

The January meeting of the Board of Trustees was called to order by President A Vosatka at 7:39 PM. The President deemed the meeting to be in compliance with the New Jersey Sunshine Law and read the above statement aloud.

Roll Call:

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

Approval of the December Minutes: Motion by J Horton; 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 only question was whether all bills for December are included in the reports so that the accurate picture for the year 2015 is represented. To the best of the Director's knowledge this is the final expenditure for 2015. The motion was made by L Farmer; second by J Horton to file the reports as presented and approve the bills.

Informational Discussions Including Sub Committee Updates

CLL and Friends: L Farmer reported that the revenue from membership is up even though membership number is down. There will be a meeting this Tuesday morning of the Book Sale Committee in order to reorganize the committee and discuss recruitment of more new volunteers. As mentioned at previous board meetings, the Service Directory committee also needs to be reorganized. The Mayor has requested that the Service Directory continue to be published so every effort will be made for a spring launch of this years' book. The CLL semester begins at the end of February and currently has 297 enrollees. L Farmer extended her congratulations to C Sventy on her election to Council President and her continuing as the liaison to the Library Board of Trustees for 2016.

Borough Liaison: C Sventy reported that the Borough is committed to better cooperation with the Board of Education and the professionals retained by the borough (i.e. legal, auditor, etc.) have been replaced as the Mayor has made a public commitment to reorganization and better cooperation. C Sventy will serve on Public Works and Finance Committees in addition to her role as Council President and Library Liaison.

Kinnelon Library Legacy Foundation: has not yet met in January as the meeting had to be postponed because of unexpected travel.

Personnel SubC: work has begun to fill the recently vacated full-time Technical Services position (due to retirement) with two part-time people. The job description is being updated and the openings will be posted soon. The Director Review will be conducted during closed session tonight. In regards to the two Resolutions to be voted on regarding the Affordable Care Act, the library attorney was consulted. The rules governing small employers and/or government workers is a little vague at this time, so to ensure clarity we have drafted a resolution stating that we will follow the rules of the Affordable Care Act and a resolution stating how we will determine eligibility. Those resolutions will be presented for a vote later in the meeting.

Finance SubC: J Horton reported that the Capital Budget is to be finalized once it is determined what, if any, capital expenditures will be covered by the municipality and/or the Kinnelon Library Legacy Foundation. There was an audit of all of the municipal properties which revealed some additional areas of concern relating to safety and to the HVAC system. The Operating Budget may also be adjusted since the Payroll portion, which is the largest portion, may be adjusted with the changes in personnel.

2016 objectives: The stated objectives for the Board of Trustees for 2016 are:

Financial Growth of the Library

Digital Offering Expansion

Community Outreach

Staff Development

Physical Plant

The Finance SubC will meet to help develop metrics by which to measure the success of these objectives.

Directors Report: S Pharo reported the following:

- Analysis of the Statistical Report for 2013, 2014, 2015 shows that circulation of all materials except children's books continues to decrease. However, the percentage decrease is lower over the course of the three years.
- Attendance numbers will be reported for Adult Programs. A questionnaire is given to each attendee asking for program feedback etc. It revealed that the programs in general receive good feedback, but the attendees are not checking out materials from the library.
- Personnel- Technical Services will be reorganized to include the two new part-time hires, the current part-time employee "assigned" to that department and the training of two additional current employees, all of whom will share their time between Technical Services and other

departments where needed. Each library department will be “assigned” a technical services person to process materials for that department.

- With the increase in persons in the tech. services area it is hoped that donations to the library may once again be accepted. It is noted that the success of the annual Book Sale continues, while borrowing from the library continues to decline. While mentioning the Book Sale, there opened up a short discussion of what to do with the many books that do not sell. Better World Books has approached the library in the past. Perhaps further consideration should be given to their proposal.
- Finance-the Director met with the new Borough CFO to begin the discussions of quarterly payments of the library funds.
- MailChimp- the email notification service has reached the maximum of 700 addresses and thus we will upgrade to a paid subscription.
- Outreach- a new Reading Challenge program for adults has been launched, as well as inexpensive ear buds and USB sticks are available for purchase.

Action Items:

- **Resolution 2016-5-Implementing Affordable Care Act:** motion by J Horton; second by L Farmer with unanimous approval. The resolution states that the library will comply with the regulations set forth by the ACA and details the determination of full-time status.
- **Resolution 2016-6- Implementing Resolution 2016-5:** motion by L Farmer; second by P Giordano with unanimous approval. The resolution states the Board will make any changes to the eligibility of an employee based on the Director’s implementation of Resolution 2016-5
- **Resolution 2016-7-Library Performance Objectives:** motion by P Giordano; second by J Horton with unanimous vote to approve. The resolution states the objectives for 2016
- **Resolution 2016-8-Nancy Zaccagnino:** motion by G Sisco; second by J Horton with unanimous approval. The resolution thanks Nancy Zaccagnino for her many years of service and wishes her well in her retirement.

New Business: J Horton inquired whether Federal form 1099 had been issued to all persons paid in the amount of \$600.00 or more by the library. The Director confirmed this had been done.

Public Comments none

The motion to adjourn was made at 8:33 PM by G Sisco and seconded by L Farmer. The board will adjourn to Closed Session for the purpose of the Performance Review of the Director

Return to Open Session: 9:22PM

A motion was made by L Farmer; second by J Horton with unanimous vote to approve a 2% cost of living salary increase and an additional 1.5% merit increase effective January 1, 2016 for the Director.

Adjourned: motion by G Sisco; second by L Farmer at 9:24 PM