

Minutes of the Kinnelon Public Library Board of Trustees Meeting
February 17, 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 February 10th and posted on the Library's website.

The February meeting of the Board of Trustees was called to order by President A Vosatka at 7:31 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, L Farmer, J Horton, P Giordano, R Leavesley, **Absent:** C Sventy, D DiGiuseppe

Public Comments Regarding Agenda Items: none.

Approval of the January 2016 Minutes: Motion by L Farmer; second by G Sisco unanimously approved.

Annual Report from Friends of the Kinnelon Public Library and Center for Lifelong Learning: R Leavesley provided the Board of Trustees with comprehensive written Annual Reports for each organization. He summarized the reports as follows:

Both organizations have separate Board of Directors, however there is significant overlap of the two boards by design. Since the inception of CLL in 1997, and the reorganization of the Friends of Kinnelon Library in 1995, the total contribution to the Kinnelon Public Library will exceed \$1,000,000.00 by the end of 2016. As in past years, the only thing they ask in return is a report from the library on the allocation of the funds for the purpose of reporting back to the membership. Both organizations are experiencing increased membership and increased revenue. There has also been an effort to increase the size of each organization's Board in order to assist in the long term stability of each organization.

Friends of the Kinnelon Library- the largest fundraiser, other than membership, is the annual Book Sale. As noted at previous meetings, the committee running the sale is being reorganized. The organization has realized a better return on investment by sponsoring various trips and is planning two for 2016. This resulted from the cancellation of Kfest, which should be reinstated by the Borough in 2016.

CLL- is beginning the spring semester with a record number of participants from outside of Kinnelon. 30 communities are represented.

At the conclusion of the presentation, the President of the Board of Trustees expressed our deepest gratitude for the support provided by both organizations as well as the goodwill they provide to Kinnelon and the surrounding towns. We realize how fortunate we are to have such active, supportive, groups behind us. We also appreciate all of the time and energy the members put into making the

organizations so successful. We specifically thank Ron for his commitment to the library and for taking the time to update us on the performance of the organizations.

Statistical Report, Financial Report, Financial Snapshot and Bills for Approval: it was noted that there was a recent increase in circulation, with the exception of Media, last month. In the future, the financial reports will be generated in QuickBooks to eliminate additional manual data entry. All months of the year will be viewable in a single report. The motion was made by M Odian; second by L Farmer to file as presented. The motion to approve the January Bills was made by P Giordano; second by J Horton

Informational Discussions Including Sub Committee Updates.

CLL and Friends: in addition to the presentation by R Leavesley, L farmer reported that the Service Directory requires reformatting that will take place this year. When the new format is complete it will allow for a quicker and easier publication in the future.

CLL classes begin next week. To date CLL is not yet accepting payment through Square while Friends has adopted Square.

Borough Liaison: C Sventy prepared her report and asked L Farmer to present it for her. It was noted that one of the council members who was influential on the Finance committee has resigned. There is a process by which the Morris County Republican Committee submits names to the Borough Council to fill the vacated seat. The Library Board of Trustees wished the departing council member the best of luck.

Kinnelon Library Legacy Foundation: M Odian reported that the foundation recently met and is in a position to accept proposals from the library for the purpose of financing various projects. The foundation is building a website and is looking to expand the Board of Directors.

Personnel SubC: G Adair has suggested to the Director that each department be assigned a staff member trained in Tech Services to process materials. The Director supports this plan. At this time, a job description has been updated for part time staffers trained in Tech Services and two such positions will be posted soon.

Finance SubC: J Horton reported that the committee will be meeting in the coming weeks to re-evaluate the 2016 budget now that the staffing decisions have been made. If the staffing plan has a large impact on the budget, the committee will present the new budget to the Board for approval and/or comment. It was also reported that the Auditor has been asked to begin the library audit earlier this year so that we may have the results earlier in the year. They hope to have the audit completed by June.

Director and Staff Reports: J Iannino has graciously agreed to train two current staff members who have agreed to assist in the Tech Services department. G Gallet has returned to limited duty following his medical leave. Two of the Board members expressed a need for his help with the new email system

and will contact him as soon as he is available. There will be free tax assistance offered by the AARP in the coming month. Burbio made a presentation to the Director to incorporate various public calendars, including the library calendar, into one community calendar which will be accessible through the library website. It was noted that the Trustees tab on the website needs updating.

Action Items: none

New Business: West Milford and Pequannock libraries are to undergo renovation and/or new construction and there is a plan to visit those libraries.

Public Comments: G Adair commented that the posting on the public calendar of group information might require permission from the group. As the schools limit public information on their activities, perhaps the library should do the same. At the least we might need to make the groups aware their meetings will be published publicly. S Pharo to consult with the library attorney.

Jl asked if there was a means of making snow and ice removal from library sidewalks a priority with DPW as a recent storm left the sidewalks covered with ice. The staff who arrives early will make every effort to contact the head of DPW should the situation arise in the future.

Jl asked if the Board had considered a standing "Old Business" item on the agenda as is done by other organizations. The Board re-iterated that we have taken the suggestion under advisement but have decided not to make that change.

Jl asked if the Board had considered recording meetings as is done by other organizations. The Board has decided we will not record meetings.

The motion to adjourn was made at 9:00PM by G Sisco and seconded by L Farmer.

Respectfully Submitted,