

Minutes of the Kinnelon Public Library Board of Trustees Meeting
April 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 April 13th and posted on the Library's website.

The April 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, L Farmer, J Horton, P Giordano, and C Sventy: D DiGiuseppe arrived after Roll Call.

Approval of the March 2016 Minutes: Motion by M Odian; second by J Horton unanimously approved.

Public Comments Regarding Agenda Items: JI had questions regarding the Kinnelon Library Legacy Foundation. Since the comments were not agenda related they were deferred to a later portion of the meeting.

Statistical Report, Financial Report, Financial Snapshot and Bills for Approval: It was noted that circulation numbers show a 5% decline over March of 2015. Children's lending was also down, which is unusual. There was also a question regarding the amount of funds already spent on Programs. It was explained that the funds taken in by Programs is an income line item that more than covers the expenditure to date. All reports are to be filed as presented. The motion to approve the Bills for the month was made by L Farmer and seconded by J Horton.

Informational Discussions Including Sub Committee Updates.

CLL and Friends: L Farmer reported that the CLL semester will be completed on time as there were no class cancellations. The luncheon will be on May 4th.

Friends continues to see a lower membership, partially due to a slight carry-over in previous years. The bi-annual membership drive letter will go out soon and membership numbers are generally higher in the fall. In the interest of increasing membership, and thus funding for the library, the group will purchase a monitor to be placed in the library lobby advocating the value of Friends to the library.

Borough Liaison: C Sventy reported that the budget meeting is scheduled for April 21 and the council expects to pass the budget after the public meeting. Also, there is an on-going review of the borough sign ordinance and we are advised to be aware of any new regulations when we wish to advertise library programs with temporary signs around town.

Kinnelon Library Legacy Foundation- the foundation has funded the re-design of the Website which will begin soon. Since the Foundation is only recently formed and funding recently finalized at the instruction of the auditors, the exact contribution of funds to the library is not available at this time. In addition to the Website, there was funding provided for the Maker Space program that was initiated last year.

Personnel SubC: L Farmer reported that the interview process for the two part-time Technology Services Associate positions has been completed. The Director will notify all candidates and make offers to those whom the committee feels are best suited to the positions. Once the Director has the responses to the offers, the names of the new hires will be released. It is hoped the personnel will be in place before summer.

A Vosatka noted that the union negotiations are scheduled for later this fall. The library would like to have an additional representative at the negotiations; besides the Director and Legal Counsel. Jim Hecht has become an independent consultant and the Board was asked if anyone had any objection to him as a representative. There was no objection; the Board unanimously approved his appointment. Further, the Director will have the contact between the library and his previous employer reviewed to make certain we are no longer bound by that contract.

A Vosatka reported that M Odian has agreed to remain on the Board of Trustees for an additional term upon approval of the mayor.

Finance SubC: J Horton reported that the outcome of the recent meeting was to return all of the 2015 balance recently received from the borough to reserves. The funds were included in the 2015 budget and thus 69% of the funds should replenish withdrawals made last year. The remaining \$40,000-\$45,000 will remain in reserves to cover any unforeseen expenses for 2016. Going forward, the Borough CFO has agreed to transfer library funds on a quarterly basis in the amount in excess of Payroll expenses incurred by the library and paid by the Borough.

Marquee Posting Policy: The library currently has no formal policy regarding messages posted on the marquee. All posting is up to the discretion of the director. It is felt by the Board that a written policy should be in place. The policy should include a statement that the library marquee should be used solely for library announcements since the Borough marquee is in place for public announcements. One thought was that the Kinnelon Volunteer Fire Department and the Police Benevolent Society could be included since these two public organizations serve the entire community. L Farmer will work to draft a policy for consideration at the next meeting.

Innovation Brainstorming: The topic this month was donations. It was noted that the annual Book Sale is well attended and popular. The library currently does not accept book donations. There are space limitations and the Tech Services Department has been understaffed. However, items like iPads and Kindles could be used by the library. It was suggested that the website contain information on items that can be donated to the library and that book donations might be resumed once the Tech Services Department is up to full staff. In the meantime, Amazon Smile can be used to donate to Friends of the

Library and the surplus computer inventory can be listed on GovernmentDeals.com in order to free up space and raise funds.

Director and Staff Reports: The director reported that the 3D Printer is dormant at this time. The Technologist is working with the manufacturer as well as a resident who has considerable knowledge of this model to resolve the issues. It was suggested that KHS be contacted as they have had a 3D printer for some time and may be able to assist in the repairs. It is expected to be repaired by the first week of May in order to be utilized for the summer reading program.

The four door counters are to be installed before the next meeting and we should be able to see preliminary data at that time.

The public calendar supported by Burbio has been presented to the groups listed. No specific information is listed so all groups seem to be agreeable to participating in the listings.

The security cameras will be in place in the next few weeks. There are 13 cameras throughout the building, 5 outside the building, and “panic buttons” at each main desk. The Director will check with the police department to determine if signage to the public is necessary and will install such as required.

A joint program with the Butler Library is under consideration. One Million Cups provides opportunities for entrepreneurs to pitch ideas to potential investors. This national program is being approached to host a program at the Kinnelon Library.

Action Items: none

New Business: none

Public Comments: JI asked how much money has been spent by the Kinnelon Library Legacy Foundation? Since this is a Library Board of Trustees meeting and not a KLLF trustees meeting, the question should be asked of that organization’s board. However, it was stated that the by-laws of the KLLF state how funds can be used. For instance, the library website redesign was funded by the foundation. The same person asked if KLLF was looking for additional board members. It was stated that that question needs to be addressed to that Board since the two Boards are not the same and this is a Kinnelon Public Library Board of Trustees meeting. Any inquires for the KLLF should be in written form addressed to the library and they will be answered accordingly. The KLLF is a 501C organization not a government entity and so need not post or conduct public meetings.

The same person asked how long before the new website is up and running and how long has the 3D printer been down. The website is expected to be completed in 2-3 business weeks. The 3D printer has been down approximately 1 week. It has been running, but with glitches.

Also, this person asked about the Technical Services hires. The answer was that the hiring decision has been made, however formal presentation to the candidates and their responses have to be complete before any names will be announced.

A motion was made at 8:45 PM by G Sisco, second by L Farmer to adjourn.

Respectfully Submitted,