

Minutes of the Kinnelon Public Library Board of Trustees Meeting  
May 18, 2016  
Recording: Joyce Horton

**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 13<sup>th</sup> and posted on the Library's website.

The May 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, J Horton, C Sventy and D DiGiuseppe.

**Approval of the April 2016 Minutes:** Motion by M Odian; second by D DiGiuseppe; unanimously approved.

**Public Comments Regarding Agenda Items:** None

**Statistical Report, Financial Report, Financial Snapshot and Bills for Approval:** M Odian noted that circulation numbers are down overall and should this trend continue, there will be cause for concern. S Pharo announced that door counters have been installed with some bugs still being worked out. Preliminary data is tracking at 84,000 – 85,000 people per year, with some days exceeding 800 people. All reports are to be filed as presented. The motion to approve the Bills for the month was made by J Horton and seconded by M Odian.

**Informational Discussions Including Sub Committee Updates.**

**CLL and Friends:** On behalf of the absent L Farmer, C Sventy reported that CLL just completed a successful semester with about 775 courses being taken. \$14,160 in tuition has been received. Kinnelon residents comprised 180 of 361 attendees with over 30 towns represented.

The last few months have been slow for Friends' donations, with only 131 donations received year-to-date. However, just today a \$5,000 donation was received which now puts revenue ahead of previously lowered expectations. The service directory is in process with some glitches encountered. Improvements will be realized next year.

**Borough Liaison:** C Sventy reported that the Borough is moving ahead with its capital improvement plan. The Energy Audit report has been given to Bill Neely and the results will be passed along to the Library to see if there are opportunities for potential savings and improvements.

**Kinnelon Library Legacy Foundation:** Tax filings have been completed and filed. No meetings were held this month.

**Personnel SubC:** It was reported that the two part-time Technology Services Associates have been hired. One of the associates has already started and the other is scheduled to start soon.

**Finance SubC:** J Horton reported that the resolution for the Capital Technology group purchase to be voted on at this meeting will come in \$2,000 less than budgeted. While no committee meetings were held this month, S Pharo and J Horton did some preliminary investigation into the use of debit cards by the Library. See discussion notes under separate agenda item below.

**AED Maintenance:** The Library currently has only one unit which the Director tests periodically. M Odian asked if the Library has a written policy on inspection procedures and timing. As no policy exists, it was determined that the Board needs an Action Item to formulate a written policy. D DiGiuseppe offered to provide the BOE's policy to the Director as a model for the KPL policy. C Sventy will inquire about the Borough's policy.

**Library Debit Card:** S Pharo raised the topic of the Library acquiring a debit card to pay for online or other purchases where a check cannot be used as payment. Per discussion with V Montagnino, KPL auditor, J Horton reported that as neither debit nor credit cards are allowed per the Local Finance Board, the Library could research the use of P-cards (Procurement Cards) as a possible option. P-card guidelines look to be rigorous upon initial review. C Sventy offered to look into what the Borough is using and report back. The Finance Committee will look into alternatives including Pay Pal and report their findings at a future meeting.

**Innovation Brainstorming: Establishing Outreach Services:** S Pharo proposed the idea of a bicycle bookmobile which would be outfitted with saddlebags to hold books and media. The cyclist would deliver and pick up book returns to/from Kinnelon patrons, thus saving them the trek to the Library. Seniors and the infirm would be the primary beneficiaries.

**Director and Staff Reports:** The director reported that four door counters have been installed and have chimes to indicate when patrons leave. The Children's Dept. turned up the volume on the chimes as an added safety precaution.

Security cameras will soon be installed by the Police Dept. M Odian asked about blind spots in the cameras and whether the Library should acquire additional cameras to install behind the front desk. The Director will coordinate camera placement and other needs specific to the Library with the KPD.

Summer Reading Program: It was decided that the Teen Program will not charge fees to out-of-town participants but the Children's Program will charge a nominal fee as it is so popular. Prize donations have already been received for the program.

The KHS summer intern will be filming videos and public service announcements. These short videos may possibly be run on continuous loop on spare PC's in the Library.

**Action Items:** 1) Formulate a written policy addressing AED maintenance. 2) S Pharo to send email to Board members requesting confirmation of availability on June 8 to hold next meeting instead of June 15.

**Approval of Resolution 2016-9 – Capital Technology Group Purchase:** Resolution for a group purchase totaling \$11,275 which will replace all patron PC's and scanners, receipt printers and monitors. KPL is able to take advantage of a volume discount and the purchase will be charged to the Capital Budget as the equipment has a minimum five year useful life. In the past, technology purchases were made on an item by item basis and paid out of the operating budget. Motion to approve by J Horton, seconded by M Odian; unanimously approved.

**Approval of Marquee Posting Policy:** M Odian led the discussion and said that it is useful to have an explicitly approved and distributed policy to capture the spirit of using the marquee for Library use. He suggested discussing the topic today and voting on it in June. He indicated that a clear policy helps to clarify the rights, purpose and requirements of all non-profit groups in the Borough. The main purpose of the Marquee is to promote KPL's programs, key Borough news, OEM services and PSA announcements. As L Farmer had previously detailed, the marquee is intended for Library use and programs. While exceptions can be made, a clear policy is needed as many non-profits will request use of the marquee. A question of thanking commercial sponsors for donations on the marquee (e.g. Summer Reading Program donations) was also brought up. Action item: M Odian and L Farmer will revise the current revision file policy before the next Board meeting and redistribute to Board members. A vote on the policy will take place in June.

**New Business:** None

**Public Comments:** JI questioned why there is a \$35 registration fee for out-of-town participants in the Children's Summer Reading Program but not for the Teen or Adult summer programs. The response was that the fee is justified due to overwhelming popularity, space limitations and costs incurred for Children's, but not for Teens and Adults.

The same person asked if the Library is hiring an interim director for union negotiations and questioned why the Library would need an interim director while the current director is on leave. JI also asked what the cost would be to hire an interim director. A Vosatka clarified that while the Library is considering hiring the same individual as an interim director and to handle union negotiations, these two needs are unrelated. M Odian added that the amount of exposure and risk in running the Library and high level of responsibility for patrons, books, equipment, the facility and critical decisions to be made necessitate the hiring of an interim director.

A motion was made at 8:42 PM by D DiGuseppe, seconded by M Odian to adjourn.

Respectfully Submitted,

J Horton