

Minutes of the Kinnelon Public Library Board of Trustees Meeting
June 8 ,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 June 1 and posted on the Library's website.

The June meeting of the Board of Trustees was called to order by President A. Vosatka at 7:32 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, L Farmer, J Horton, P Giordano

Approval of the May 2016 Minutes: Motion by M Odian; second by L Farmer unanimously approved.

Public Comments Regarding Agenda Items: none

Statistical Report, Financial Report, Financial Snapshot and Bills for Approval: It was noted that while total circulation is down over 2015, New Books for Adults and Teens increased. This is thought to be due to the reconstruction of the Technical Services Department. Incoming purchases are processed more quickly because the new structure of the department provides for more man-hours of processing. It seems unlikely that the increase is due to changes in purchases or budget. The question was posed as to the funds for the first quarter due the library from the Borough. The balance from 2015 has been received and the numbers requested by the Borough CFO have been submitted. The reports will be filed as submitted. The motion to approve the June Bills list was made by L Farmer; seconded by P Giordano and unanimously approved.

Informational Discussions Including Sub Committee Updates.

CLL and Friends: L Farmer reported that Friends membership revenue is slightly ahead of the same time period 2015. In addition, there was a \$5000 donation. The River Trip, which was to take place today, was sold out it 5 days. CLL had nothing to report

Borough Liaison: no report.

Kinnelon Library Legacy Foundation: nothing to report.

Personnel SubC: nothing to report.

Finance SubC: J Horton reported that there is a request for funding for a Boy Scout project to enlarge the gardens that is in the early discussion stages. It was also noted that the library expenditures to date are within budget.

Project Update: The 3D printer was not printing correctly and so was returned to the manufacturer for repairs which were covered under the warranty. The printer is back on site and will be operational for Summer Reading. The idea is to have various projects printing at all times to increase interest and awareness. It was asked how many staff members are trained to assist patrons on the printer; 4 staff members are comfortable with it. The idea to initiate a contest, of sorts, over the summer to also increase interest was presented.

-The discussion at the Borough Department heads meeting was centered on the recommendations resulting from the site survey by Fox Architects. Door replacement to allow better handicapped access will be the first priority. While the municipal building will utilize a key card entry system, the library will not due to the number of people attending after – hours programs

- The external and first floor cameras are in place. The “panic buttons” will be battery operated (with a five-year battery life) to allow for repositioning.

-The cleaning and sealing of the grout is complete, although disappointing due to color variation.

Innovation Brainstorming: Outreach Services- the discussion was limited last meeting and resumed today. The idea that perhaps there are non-users, who are also non-digital users, who are unable to physically get to the facility was discussed. The idea of bicycle delivery was discussed as well as adult volunteers to deliver and pick up items. First we need to identify the need, if any, in order to proceed. The idea of Little Free Library was discussed for the Boonton Ave side of town. Again, we need to evaluate the necessity of such a concept. A “measles chart” of patrons to determine where patrons reside and a poll of current patrons, the Borough Health Department and local churches as to their knowledge of shut-ins was suggested. The idea of a Book Mobile was discussed and dismissed as impractical at this time.

Director and Staff Reports:

Director Report: Ellen Zachmeister began this week in the Technical Services Department. She will process books for the Children’s department. The door counters were installed as of the end of April and the glitches seem to be resolved. The system currently counts totals, counting up after each morning reset. There is the availability to connect to a PC to monitor time periods within the total count for the day. This information might be helpful for staffing. The recent intern has completed the media package they were assigned. The library will continue to work with KHS to provide work projects for eligible seniors. Summer volunteers will be required to apply and be interviewed for the first floor. Children’s already has a system to vet and utilize teen volunteers for their department.

Staff Reports: the question was asked if the attendance data represents registration or actual attendance. It represents actual attendance.

Action Items: Marquee Posting Policy. Discussion of the proposed policy resulted in a rewording of item 3.

The edited policy reads:

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3. External Groups include persons or groups utilizing library facilities for programs open to the general public. An example of such a Marquee promotion would be an artist reception for an artist displaying their work at the library.

4. Postings exclude any advertisement of services or products sold for commercial profit.

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It was suggested that the posting on holidays reflect the significance of the holiday without showing religious or political bias. For example, a flag on Memorial Day and Independence Day.

The motion was made to accept the Marquee Posting Policy as edited by J Horton; second by L Farmer with unanimous approval.

Approval of July and August 2016 Bills: it is expected that the bills will remain constant for the months of July and August. The motion was made by L Farmer; second by J Horton to approve the payments with unanimous approval.

New Business: none

Public Comments: NZ raised the question of why the annual book sale draws such high attendance from people who do not come to the library? After discussion it was decided that the Director will approach the new Book Sale Committee chair to request polling attendees of the sale and request that we be allowed to issue library cards to new patrons at the sale.

The motion to adjourn was made at 8:45 PM by L Farmer and seconded by P Giordano.

Respectfully Submitted,

Patricia Giordano