

Minutes of the Kinnelon Public Library Board of Trustees Meeting
May 17, 2017
Recording: J 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 May 10th and posted on the Library's website.

The May 17, 2017 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, K Fraone, M Odian, L Farmer, P Giordano, J Horton and D DiGiuseppe (the last arrived after roll call)

Absent: Mayor Collins

Public Comments Regarding Agenda Items: none

Approval of the April 19, 2017 Minutes: Motion by L Farmer, seconded by P Giordano; unanimously approved.

Public Comments Regarding Agenda Items: None

Statistical Report, Financial Report, Financial Snapshot and Bills for Approval: It was noted that April health care costs were lower than prior months. The motion to approve the Bills List was made by P Giordano, seconded by L Farmer and unanimously approved.

Informational Discussions Including Sub Committee Updates:

Friends/ CLL: L Farmer reported that R Leavesley has been ill and less involved in CLL/Friends activities, but still hopes to attend the Meet and Greet for Kimberly. Friends donations are tracking \$5,000 behind last year. The shredding event netted a \$1,495 profit.

Borough Liaison: Nothing to report.

Kinnelon Library Legacy Foundation: M Odian reported that the Federal 990 Form and NJ tax forms, which were due May 15, have been filed.

Personnel SubC: Nothing to report; an update on Union negotiations will be covered during closed session.

Finance SubC: J Horton reported that the Library received the 2017 first quarterly Borough distribution of approximately \$33,000 in April. The auditors will be starting their 2016 audit field work on May 18 and J Horton will meet with them to review audit procedures.

Email Lists/Communications: K Fraone opened the discussion by highlighting the Library's current methods of communication: social media, marquee, bulletin boards, emails, website, etc. L Farmer recollected that the current Marquee Sign Policy is to advertise all Library activities, ancillary library organization activities (i.e. Friends) and outside not-for-profit programs held at the Library. The Board also discussed email communications and quarterly newsletters and whether the Library should utilize the MAIN email address list to send out a one-time notification to ask patrons' permission and/or feedback on communication preferences. A Vosatka asked K Fraone to prepare a proposal on best methods to obtain feedback from the community on communication preferences.

EnvisionWare Installation: This is the new print and time management software via MAIN which is replacing our current OCS Printing. Every patron will have up to 2 hours per day to print both B&W and color copies either onsite or remotely, with pick-up within 24 hours. This new software, which will help track Library computer usage, costs \$2,000 the first year and half that in succeeding years. While OCS is much less expensive, it doesn't offer remote printing capability. Patrons will continue to be charged the same printing costs as always. However, EnvisionWare will only work on the first floor, not the second.

Director and Staff Reports:

Director Report: K Fraone reported that the April staff meeting was attended by all but one employee and her goal is to finalize installation of the new Library website within the next few weeks.

Action Items: None

New Business: Meet and Greet for Kim is scheduled for this Sunday, May 21 from 2 to 4pm. L Farmer reported that the majority of the CLL and Friends' Board members will be attending but unfortunately a few of the Library Board members will not be available. The event will be held in the main area of the Library, there will be light refreshments and the desk will be staffed to allow community members to take out materials and sign up for library cards and programs.

K Fraone raised a Library branding issue as she noticed that the Library has the butternut tree logo on some of its materials and the Library building logo on its stationery and other materials. To address this, Kim will look into a contest to come up with a new replacement logo.

Re: Capital Projects – A Vosatka asked P Giordano to draft a memo to Mayor Collins asking if the Borough will be issuing a statement in support of the A222/S2171 NJ Library Construction Bond Act.

Public Comments: None

The motion to adjourn the public meeting and move to closed session to discuss union contract negotiations was made at 8:14 PM by L Farmer and seconded by D DiGiuseppe.

The motion to move out of closed session and reopen the public meeting was made at 8:16 PM by L Farmer and seconded by P Giordano.

The motion to adjourn the public meeting was made at 8:16 PM by M Odian, seconded by L Farmer and unanimously approved.

Respectfully Submitted,

Joyce Horton