

Minutes of the Kinnelon Public Library Board of Trustees Meeting  
October 18, 2017

Recording: Pat Giordano

The 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.

**Roll Call: Attendees:** A Vosatka, K Fraone, M Odian, Mayor R Collins, L Farmer, J Horton, P Giordano, And D DiGiuseppe.

**Approval of the September 2017 Minutes:** Motion by L Farmer; second by M Odian. Abstaining votes: R Collins and D DiGiuseppe. Unanimous vote to approve.

**Public Comments Regarding Agenda Items:** none.

**Statistical Report, Financial Report, Financial Snapshot and Bills for Approval:** Comments centered on the line item for Maker Space which has shown no expenses to date. In response, the Director informed the Board that the line item will be removed and included in Teen Programs in the future. The Maker Space Equipment has been utilized using materials already in inventory. The reports will be filed as presented. The Motion to Approve the September 2017 Bills was made by L Farmer; Second by D DiGiuseppe.

**Informational Discussions Including Sub Committee Updates.**

**CLL and Friends:** L Farmer reported that CLL Programs are continuing for the Fall Semester. Friends membership is down slightly. However, this is not unusual as December and January often show recovery. Friends has made progress on the issue of the work tables in the meeting rooms. It was deemed too expensive to install casters on the tables. The added height was also unsatisfactory. Metal slides are under evaluation at this time and appear to be the best option. Also, written instructions detailing the proper distribution of the tables throughout the rooms is being developed.

**Borough Liaison:** Mayor Collins reported that the budget preparation for the Borough is underway and that as a result of the recent equalization of values, the Library may benefit from an increase in funds in the future. Also, two council seats are open for election in November. Lighting has been installed on the upper parking lot and a new railing for the steps is under review.

**Kinnelon Library Legacy Foundation:** M Odian stated that the Foundation would consider proposals for library projects or improvements. For instance, front doors with automatic openers. Mayor Collins will check with the municipality on the status of the replacement for all of the doors in the municipal complex.

**Personnel SubC:** no report

**Finance SubC:** J Horton reported that the audit for 2016 was returned to the library today. She has not yet had a chance to review the statement from the new audit firm and will report to the Board

next meeting. Year to date expenses are tracking well and quarterly disbursements from the municipality continue. The Finance Committee will be meeting in the coming weeks to begin preparing the 2018 budget. The Director will meet with Friends and CLL to discuss their contribution. The Director of CLL and Friends would like to make his annual report at the February 2018 meeting.

**Director and Staff Reports:** K Fraone reported that the leased staff copier was replaced with a purchased copier as it was more cost effective. There are two Xerox copiers for public use that have 2 years remaining on the lease. The Kinnelon High School will not remain open after school hours. The Director is working with the school librarian to develop potential programs during lunch periods as well as discussing what the public library can do to fill the needs of the students after school.

**Action Items:** none

**New Business:**

**Policy Review:** The Meeting Room Policy was presented as the first policy for review. The fees charged by the library are considerably lower than average. Many public and private parties use the meeting rooms; often after closing. It was determined that the Director would contact the insurance company to review liability to the library, review the data of the outside groups using the meeting rooms and make a recommendation to the Board at the November meeting as to any policy changes that might be necessary.

**Unresolved Items:**

Front Door replacement -was discussed earlier in the meeting

Security Cameras- areas with no cameras include Meeting Room 4, the hallway outside of Meeting Room 4, the Administrative Offices, the staff area, and the stairwell. The current system is review only vs monitoring. The Kinnelon Police monitor the lower parking lot. The Director will make a recommendation on which of the above areas require additional cameras and check with the school and make a recommendation on retention time of the recorded data.

The maintenance of the AED will be scheduled.

K Fraone was presented with a framed copy of the Declaration of Independence by a patron. She will find the appropriate area for its display.

**Public Comments:** none

The motion to adjourn was made at 8:30 by L Farmer and seconded by J Horton.

Respectfully Submitted,