

Minutes of the Kinnelon Public Library Board of Trustees Meeting
November 15, 2017
Recording: Pat Giordano

The 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.

Roll Call: Attendees: A Vosatka, K Fraone, M Odian, L Farmer, J Horton, P Giordano, V Russo, newly appointed Borough Liaison, and D DiGiuseppe arrived just after Roll Call.

Absent: Mayor R Collins

Approval of the October 2017 Minutes: Motion by M Odian; second by L Farmer.

Public Comments Regarding Agenda Items: None

Statistical Report, Financial Report, Financial Snapshot and Bills for Approval: Reports are to be filed as presented. Motion to Approve October 2017 bills made by L Farmer; Second by J Horton. Unanimous approval.

Informational Discussions Including Sub Committee Updates.

CLL and Friends: CLL Program classes had a single make-up day due to Election Day and planning has begun for next year. Friends fundraising efforts were as follows: Shredding Event grossed \$3975 which is an increase of \$732 over last year. Jazz concert raised \$800 as the entire ensemble donated their performance time.

Borough Liaison: The Board welcomed V Russo as the newly appointed Liaison to the Borough of Kinnelon.

Kinnelon Library Legacy Foundation: no action to report

Personnel SubC: Based on information presented at a recent webinar, the committee will review the process by which the Director is evaluated for the annual review.

Finance SubC: Budget is tracking well through October and the 2018 budget is expected to be ready for presentation to the Board at the December meeting.

After review of the recently issued 2016 audited financial statements, consultation with the Borough CFO and an independent CPA, the Treasurer will be sending a letter to the auditors addressing changes in the presentation of the financial statements made without the Board's consultation and prior agreement, as well as timeliness of the audit. The Treasurer will request a meeting with the auditors to rectify these issues.

The Treasurer acknowledged the need for a Deposit Policy and Program Payment Policy and will introduce those topics for discussion later in the meeting.

Director and Staff Reports: The Director reported that the table at KFest distributed information on Friends of the Kinnelon Library and Program information. She was able to converse with attendees regarding offerings of the library. The Director acknowledged the Friends Shredding Event and extended her appreciation for all the Friends do in support of the library. The representative from the Friends thanked the Director for her help and involvement in their activities.

Action Items: After a short poll of the Board, L Farmer motioned to move the December 2017 meeting from December 20 to December 13, 2017. The motion was seconded by J Horton and the move was unanimously approved.

New Business:

Term Limits for Board Members- M Odian researched the issue of term limits and found that the By-Laws of 2013 adopted a 2 consecutive term limit. The sitting Trustees at that time were A Vosatka, L Farmer, and M Odian. It was agreed that the term limit shall take effect from the date of adoption. It was further determined that as of 2018, Trustee term dates will be posted in the Annual Report.

Policy for Deposits- in response to the audit report, it is necessary that the Board formulate a policy regarding funds collected by the library. It was decided deposits will be made weekly unless funds collected exceed \$750.00, in which case they will be deposited within 2 business days.

Payment for Programs- the library currently has no policy regarding payment to presenters/instructors of programs. It was decided payments would be allowed every 2 weeks for continuing programs and at the completion of single programs. The Director would be given permission to make exceptions for extenuating circumstances.

Meeting Room Use Policy: Based on increased use of our meeting rooms by library programs, and concerns for safety and security, L Farmer made the motion to update our Meeting Room policy such that the library meeting rooms are no longer available for private parties at any time. The motion was seconded by J Horton and unanimously approved.

Public Comments none

The motion to adjourn was made at by L Farmer; second by J Horton at 8:39PM

Respectfully Submitted,