

Minutes of the Kinnelon Public Library Board of Trustees Meeting December 17, 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, V Russo, L Farmer, J Horton, P Giordano

Approval of the Minutes: Motion by J Horton; second M Odian. Unanimous approval.

Public Comments Regarding Agenda Items: none

Statistical Report, Financial Report, Financial Snapshot and Bills for Approval: A slight increase in circulation was noted. Reports to be filed as presented.

Informational Discussions Including Sub Committee Updates.

CLL and Friends: R Leavesley, representing both CLL and Friends of the Kinnelon Library will present his annual report at the February 2018 meeting. It is expected that the 2018 contributions to the library will be:

CLL- \$18,000

Friends of the Kinnelon Library - \$57,000

L Farmer also reported that CLL classes are between semesters. The increased use of meeting rooms by all areas of the library may require utilization of additional outside venues. V Russo to inquire whether the firehouse on Boonton Ave could be used to allow senior programs to be offered in that portion of Kinnelon.

Borough Liaison: no report

Kinnelon Library Legacy Foundation: The Annual New Jersey Registration was filed 1/12/2017

Personnel SubC: L Farmer reported that the Director will be reviewing and updating job descriptions and compensations for 2018 in the beginning of 2018.

Finance SubC: J Horton reported that finances are tracking well through November and expects a surplus for 2017. The Finance Committee met to develop the 2018 budget. In regards to the recent audit, a letter was sent requesting a meeting to review the statements made and the timeliness of the audit.

President Vosatka requested that any Board Member contact her regarding organizational changes in order to prepare for the January 2018 Organizational Meeting.

Director and Staff Reports: No questions regarding reports. K Fraone highlighted the launch of the use of LEAP- a web based version of the Polaris catalogue program already used by the library. The 2018 budget will be presented later in the meeting. The Food for Fines drive collected 38 items for the Kinnelon Food Pantry. This is in addition to the collection boxes already in place in the lobby.

Action Items:

- Monetary Funds Deposit Policy - Motion to Approve made by L Farmer; Second by M Odian with unanimous approval.
- Program Fee Payment Policy- motion to approve by P Giordano; second by L Farmer. Unanimous approval.
- 2018 Library Board of Trustee Meeting Dates – Motion by J Horton; second by L Farmer. Unanimous approval.
- 2018 Library Closing Dates- for the purpose of compliance with contractual closing, the reference to Wednesday, November 22 will be removed from the published closing dates. Motion by L Farmer; Second by P Giordano. Unanimous approval.
 - 2018 Kinnelon Public Library Budget - the Director acknowledged her appreciation of the contribution from the Friends of the Kinnelon Library and Center for Lifelong Learning which funds the library programs for all ages and the circulation materials. In 2012 the library faced a \$150,000 deficit; the 2018 budget not only is within our means, but projects a surplus. The Board of Trustees thanks the two organizations, as well as the Finance Sub Committee and the Director for their contributions and hard work developing the Budget. Motion to Approve the 2018 Budget by J Horton; second by M Odian. Unanimous approval.

New Business: None

Public Comments: none

Closed Session for Personnel Discussion: deferred

The motion to adjourn was made at 8:14 PM by L Farmer.; second by P Giordano

Respectfully Submitted,

Pat Giordano