

Minutes of the Kinnelon Public Library Board of Trustees January 17, 2018 Meeting

Recording: Pat Giordano

The meeting of the Board of Trustees was called to order by President A Vosatka at 7:50 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 V Russo

Absent: D. DiGiuseppe

Approval of the Minutes: Motion by L Farmer; second by M Odian. Vote to approve: 7 yes, 1 Abstain.

Public Comments Regarding Agenda Items: none

Statistical Report, Financial Report, Financial Snapshot and Bills for Approval:

-The Board requested that the reference numbers be investigated to clarify the definition of what is being counted.

-Statistical Report shows an overall decrease in circulation of greater than 5% over last year. Childrens is the only department not down in circulation. Programs are up; eBooks increased for December. The Director will examine other library reports to determine ways to improve our report. The Board requested information such as door counters, whether meeting room attendees also use the library in other ways, and any other data we might be able to collect to determine usage of the library be included in the report.

- some information was not updated in the written report i.e. Inter-Library Loans. Once that information is included the reports will be filed.

Approval of the December Bills: motion by J Horton; second by L farmer

Informational Discussions Including Sub Committee Updates.

CLL and Friends: CLL has mailed brochures for the classes that will be offered. The instructor meeting will be on February 13 and classes will begin after Presidents Day. Friends membership is approximately \$17,000 lower than last year at this time. It is not unusual for this early in the year. Friends asked if the website could be evaluated to make Friends easier to find and donations be more accessible. Donations, in general, need to be more pronounced.

Borough Liaison: V Russo reported that the Borough Council was approached by a Girl Scout seeking to include a Little Free Library at the KRP fields. The books to supply the Little Free Library were purchased at the Book Sale.

Kinnelon Library Legacy Foundation: nothing to report.

Personnel SubC: The Personnel Committee will be sending out evaluations to the members of the Board in order to complete the Annual Review of the Director. The review should be complete by the February Meeting.

Finance SubC: The 2017 year end financials are expected to yield a “healthy” return to reserves. Since the December bills were just approved today, the year-end numbers will be presented in February once finalized. Members of the committee met with the auditors today to discuss issues with the 2016 audit report. The main issues are a lack of communication with no discussion or pre-approval by the Board prior to issuance of the audited statements. The 2016 financials will need to be revised to correct errors found by the Treasurer and reissued. As a result of the meeting, the Treasurer has asked the auditors to provide their 2016 work papers, improve communications and accelerate the 2017 field work to ensure that future audits are timely and correct.

Director and Staff Reports: K Fraone reported:

- 2 of the bigger programs were the Vocal Select Concert (55 people) and Childrens March of Musical Moose (65 people).

-The marquis has been changed to include Childrens Programs on one side, Adults and Teens on the other to maximize space. It will turn off earlier at night.

Action Items: none

New Business: The outer doors have been replaced by a contractor hired by the municipality. The replacement keys must be reproduced by a locksmith and are in the process of being made and catalogued. The handicap accessible feature is to be installed next.

The Director Reviewed the objectives of the Library:

Objectives of the Past:

-Finance- physically sound

-Personnel- union contract in place, morale improved, job roles defined, embrace technology, flexible work force

-Physical Plant

-Communication/Outreach

Library Director’s Objectives for 2018:

Job Roles Evaluation: to redefine job descriptions to better fit with the current needs of the library.

Evaluate expenses on an activity-based system- to better fit budget with cost needs.

Evaluation of fund raising- to determine if reward fits the time and energy required or would those resources be better utilized elsewhere

Physical Plant- to develop a capital improvement plan with a timeline including space utilization.

Website- to evaluate and redesign website

Survey – design a survey to distribute to the community

Board members were asked to review the objectives as stated in the Goals and Objectives for 2018 document presented by the Director and send her any comments or suggestions to be discussed in the February meeting.

Meeting Room Policy will be finalized for the February meeting.

Public Comments: none

The motion to adjourn was made at by L Farmer; second by J Horton at 8:49

Respectfully Submitted,

Pat Giordano