

## Minutes of the Kinnelon Public Library Board of Trustees February 21, 2018 Meeting

Recording: Pat Giordano

The meeting of the Board of Trustees was called to order by President A Vosatka at 7:32PM. 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, and V Russo. D. DiGiuseppe arrived slightly after Roll Call

**Absent:** R Collins

**Approval of the Minutes:** Motion by M Odian; second by L Farmer to approve the minutes for the Regular December 2018 Minutes and the Annual Reorganization Meeting on January 17, 2018. Unanimous vote to approve.

**Annual Report from the Friends of the Kinnelon Library and the Center for Lifelong Learning:** R Leavesley, President of the Boards of Trustees for both organizations, prepared detailed written reports. His verbal presentation highlighted the main points.

**CLL:** The first classes were offered by CLL in the Fall of 1997. Since this is the 25-year anniversary, there will be a recognition celebration in the Fall of 2018. Details have not yet been finalized on the exact nature of the event. The program has stuck to the mission of approximately 300 students from Kinnelon and surrounding towns and remains entirely managed by volunteers. The program covers any costs with registration fees and has made monetary contributions to the library amounting to \$151,250 over the 25 years. Recent attrition in members of the Board of Trustees have left vacancies that are in the process of being filled.

**Friends of the Kinnelon Library:** The group was reorganized in 1995 and since that time has contributed over \$955,000 to the library. 2018 begins with \$124,000 in assets to cover fundraising expenses and to be a reserve for any needs of the library that may arise outside of the \$75,000 2018 pledge. The Friends would consider additional contributions for projects like Web redesign. Membership accounts for over 74% of revenues with the Annual Book Sale the largest fundraiser.

**Public Comments Regarding Agenda Items:** none

**Statistical Report, Financial Report, Financial Snapshot and Bills for Approval:** File as presented noting that a problem with the interlibrary loan system effected the numbers.

**Approval of the January Bills:** Motion by L Farmer; second by J Horton. Unanimous approval

**Informational Discussions Including Sub Committee Updates.**

**CLL and Friends:** see above

**Borough Liaison:** Kfest planning has begun for the 2018 event and the library is asked to participate and to consider closing on that day to help with traffic and parking. The event will be September 28 in the evening and all-day September 29

**Kinnelon Library Legacy Foundation:** nothing to report. Willing to review proposals for expenditures requested by the library.

**Personnel SubC:** subjects to be discussed during closed session.

**Finance SubC:** The final December 2017 budget report puts us at just over \$30,000. There will be an adjustment for the audit fee of \$2600 which will result in a net return to reserves of \$27,580 to cover any unforeseen expenses in 2018.

The 2016 audit report is still in the process of being revised. The auditors have agreed to the financial statement revisions proposed by the Treasurer. The Treasurer is waiting for their response to her proposed changes to the footnotes section of the report.

**Director and Staff Reports:** K Fraone highlighted the following:

Programs: Dinosaur Rock (Childrens) 77 attendees ; Mental Health Series (Adult) 44 attendees

Contribution: The Women of Smoke Rise was sent a thank you note for their monetary contribution to the library.

Equipment: The two main sets of doors have been replaced. The computers in the Childrens Department should be fitted with time/usage tracking software, like the computers in the Adult area since all members of the public can use them (ex: CLL participants).

**Action Items:**

Approval of the Updated Meeting Room Policy: Motion by J Horton; second by L Farmer to approve the Updated Meeting Room Policy as presented to the Board of Trustees. Unanimous vote to approve as written.

Approval of the 2017 Annual Report: it was pointed out that the report has been updated since the January meeting to include an attendance number of 98,000 as obtained from the door counters. The motion to accept the 2017 Annual Report as presented was made by J Horton; second by L Farmer. Unanimous vote to approve.

**New Business:** Library Link Today has stated that the North Jersey issue has been resolved.

The following topics were presented for consideration at the March 2018 meeting:

Updating the By Laws of the Board of Trustees

Quality Assurance regarding policy adherence

Installation of Hand Sanitizer Stations

Proposal from Director for Web redesign plan

**Public Comments:** none

The motion to move to Closed Session for discussion of the Director's Annual Review was made by M Odian; second by L Farmer at 8:47

The motion to move back to Open Session was made at 9:20 by L Farmer; second by D Giuseppe.

The motion to adjourn was made at by L Farmer and seconded by J Horton at 9:21PM.

Respectfully Submitted,