

Minutes of the Kinnelon Public Library Board of Trustees Meeting
September 16, 2015
Recording: Pat Giordano

Sunshine Law Compliance:

This regularly scheduled meeting of the Kinnelon Public Library Board of Trustees is being held in conformity with the Open Public Meetings Act. Proper public notice of the meeting was published in the Suburban Trends and Star Ledger on September 9th and posted on the Library's website.

The September meeting of the Board of Trustees was called to order by President A Vosatka at 7:31PM. The President deemed the meeting to be in compliance with the New Jersey Sunshine Law and read the above statement aloud.

Attendees: A. Vosatka, M. Odian, P. Giordano, J. Horton, L. Farmer, C. Sventy, G. Sisco, D Giuseppe, S, Pharo

Approval of the June 17, 2015 Minutes: Motion by L. Farmer, Second by G Sisco. Unanimous vote to approve.

Public Comments Regarding Agenda Items: J.I requested that the agenda be posted to the public 1 week before future meetings and requested that a section for "Old Business" be added to the agenda. The Board responded that both requests will be taken under advisement. We do revisit past topics of discussion, however we do not have a specific "Old Business" category on the agenda.

Statistical Report: the most recent Statistical Report is absent from the documentation and will be posted as soon as possible. Board members can email any comments or questions after the posting. A request was made that the Director update and/or view the information on a daily basis to keep it current.

Financial Report, Financial Snapshot and Bills for Approval: Motion made by L .Farmer and Seconded by D Giuseppe to file the reports as presented. Vote unanimous.

Informational Discussions Including Sub Committee Updates:

Summer Reading Internship: This was the first year the library offered an Internship to a local high school student to assist in the Children's Department Summer Reading Program. That intern had been a volunteer in the department for several years. In addition, she was a volunteer coach in Kinnelon and is very active in the Kinnelon High School. Her jobs included helping with various children's programs, helping patrons (children and parents) in the library, and aiding the department personnel in planning and organizing the Summer Reading Program. Questions for the intern included:

What is the age breakdown for the Summer Reading Programs—the program covers up to 5th grade from about 2 years old, with 6th graders involved in the Teen Program. The groups within the program cover approximately a 3 year span in age.

What were the scheduled hours for the intern—the schedule was flexible with 25 hours maximum. The actual hours worked varied between 10 – 25 hours.

The Children's Department head noted that there was very favorable feedback on the part of the parents regarding the intern's performance.

PR and Adult Programming: A. Mandanyke reported that the adult programming is picking up with the addition of the Program Specialist, who is also working on Public Relations for the Adult Programs. The on-line registration has been greatly simplified as has the integration with the library calendar on the website. The next step is investigating the potential for on-line payment for program fees (where applicable). Public Relations continue to be a challenge. However, there has been progress in getting listings in the Home News Today newspapers and on the Library marquee in order to reach residents who are not on email lists. Suggestions were made to research advertising on the Kinnelon High School TV feed and integrate the library calendar with the Borough website. There has been a logo designed to promote brand recognition on business cards, flyers, letters, and items such as coffee mugs to be sold in the library.

Children's Greening Winner: The Children's Department, in conjunction with Kinnelon Conserves and Pequannock Valley Rotary, sponsored a contest titled "Greening Kinnelon". The winner of the contest presented her ideas to provide solar power to the electric marquee sign. The sign currently costs \$1.00 per day to power, so in addition to utilizing "green" energy, solar power will reduce cost. The proposal outlines installing solar panels on the roof of the library away from the street. Excess power produced will be available to the library. The board requested that we make sure there are no town ordinances prohibiting solar panel and that perhaps the Borough marquee be powered as well. BySolar Inc. of Denville is designing the proper panel installation.

Digital Offerings: the website will have a TechTab to get patrons to our digital offerings. IndieFlix is next launch as it is not a part of MAIN. IndieFlix streams videos on various subjects including Independent and Foreign films. Patrons will have to access through library website so will have to log on separately from MAIN.

3M digital books will also become available through the library website to access purchases made by Kinnelon by our patrons first.

Questions included: will main track to see if more patrons are using 3M to determine if the change from Digital was a good change? S Pharo to check with the Director of MAIN .

Should Digital Offerings on the library website be included in the TechTab since that might not be the place a patron would look, or rather should there be a separate tab

Minecraft World and Makey Makey Projects are to begin in the Maker Space program

Recording and Broadcasting of programs is in progress to allow 24 hour access for patrons. The programs under consideration are adult programs and CLL. No children's programs will be offered initially due to privacy concerns.

CLL and Friends:

CLL enrollment just began, but already is up to 383. There is a problem for CLL in that the current phone issues dictate that program closings cannot be posted on the phone system. Therefore, they must use a telephone chair to reach all participants as internet and text are not as widely used.

Friends raised approximately \$14000 at the Annual Book Sale this year including a \$10,000 donation from a former member.

Borough Liaison: Kfest has been cancelled officially for 2015. The mayor plans on forming a committee or contract out the organization of the event for 2016. The amount of money generated in the past is unsure. Other items addressed by C Sventy included the idea of 3D Pens to be included in the Maker Space program and a request for information on SmartCard to aid in program payment.

Kinnelon Library Legacy Foundation: the funds have been moved out of the Vanguard account in accordance with the audit recommendations, QuickBooks is being set up to distribute and track the funds, and the search for an additional member for the Board of Trustees is underway.

Personnel SubC: has no real items to report. The SubC is in the process of reviewing mid-year time cards to ensure that all are in compliance of the Affordable Care Act.

Finance SubC: with the end of the term of the past Treasurer it is now necessary to bond a Board member as Treasurer. The SubC will consist of M. Odian, J. Horton, and P Giordano until such time as M Odian's term on the Board expires.

2015 Objectives Report: the five objectives for 2015 centered on Physical Plant, Technology, Flexible Work Force, Financial Stability, and Community Outreach.

Flexible Work Force- full-time employees are reduced from eight to five through attrition. Two part-time targeted positions were created with the ideal that these positions would allow the employee to work any job in the building.

Technology- pamphlets continue to be created in order to provide basic instruction with devises and library offerings. A Razor printer was installed in the spirit of Maker Space for crafting and other custom cut-outs. The Little Bits and Makey Makey areas are being maintained

Physical Plant- replacement of the carpets throughout the building is the next project now that the ramp and walkway are complete. Measurements have been taken, but no cost projections have been returned. The idea of cork flooring has been rejected as too expensive and too delicate and vinyl tiles will contribute to noise in the building. The rail lighting on the second floor has been completed and the walls painted courtesy of Kinnelon DPW. Video door counters are in transit. Video was chosen because it allows for each person to be counted. Counters will initially be placed on the main front door, the door to the adult Collection, and the main door to the Children's Collection.

Financial Stability—the KLLF has been established and funds transferred.

Community Outreach- is increasing. In addition to the increase in Adult Programs, there will be a cooperative effort with KPD to educate seniors on various scams that target that population. The library technologist will present with KPD at a seminar on this topic. In addition to the items discussed earlier in the meeting, the idea to “market” the fact that we now have a technologist to answer any sort of tech concerns was discussed.

Director and Staff Reports:

Staff reports were included in the earlier portion of the meeting as noted.

Directors Report-

MAIN is sponsoring a group purchase of equipment to aid in IT support. Two products under consideration are wireless desktop computers for patron use which would allow the computers to be placed on carts rather than fixed locations. Also, monitors at the front desk that swivel so that patrons can be shown information easily.

Promotional items are being purchased with a congruous logo of a Butternut Tree.

Action Items;

Liquidation of Vanguard Capital Improvement Account- this account must be kept as a designated capital improvement account and must be a low-risk account. Thus, the funds must be transferred to a low-risk account. The Director will research the options available and survey other libraries to see what they have chosen. He will draft a resolution for the next meeting to approve transfer of the funds. Further discussion will follow at the next regular meeting.

Officer Election- in light of previous discussion that Treasurer of the board be bonded, L Farmer motioned to appoint J Horton as Treasurer. G Sisco seconded. The motion passed by unanimous vote.

Public Comments:

Jl asked when the new telephone system will be in place. Currently there is one working line and no voice mail. The library does not have a date as the replacement of the system is tied in to the Borough. The order of priority seems to be police, borough hall, library, DPW

Jl reiterated her question regarding record of meetings. As previously noted the board has no requirement to record meetings and have chosen not to record. The Board need only provide accurate minutes of meeting proceedings in a timely fashion.

Jl asked if there is a conflict of interest with KLLF Board of Trustees, having only members who are also Library Board members. The Board responded that the By-Laws of the Foundation state that a certain number of members must also be members of the Library Board since the responsibility of the

Foundation is to distribute funds for the library. The Foundation is a separate C3 organization and as previously noted there is currently a plan to include other members. The Foundation was only newly formed and thus only Library Board members reside on the Foundation Board.

Adjournment: A motion to adjourn was made by G Sisco at 9:16 and seconded by L Farmer.