

Minutes of the Kinnelon Public Library Board of Trustees Meeting
March 16,2016
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 March 9 and posted on the Library's website.

The March 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 and read the above statement aloud.

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

Approval of the February 2016 Minutes: Motion by J Horton; second by L Farmer unanimously approved.

Public Comments Regarding Agenda Items: none

Statistical Report, Financial Report, Financial Snapshot and Bills for Approval: It was noted that circulation is up for the third month in a row. Also, the interlibrary lending numbers are even vs borrowing. Reports to be filed as presented. The motion to approve the February Bills list was made by L Farmer; seconded by J Horton and unanimously approved.

Informational Discussions Including Sub Committee Updates.

CLL and Friends: CLL spring semester continues with little interruption. The weather has not been a problem this year. Friends have sent out advertising information for the Service Directory and so far have received 7-8 replies. The new Book Sale committee has been formed. Membership is down slightly, so the Friends request that the library staff make a personal announcement at the beginning of each program that the programs are being enjoyed because of the generosity of Friends and would attendees consider becoming a member or making a donation. The suggestion was made that if the library institute a monthly "Did You Know" email that one topic should be the contributions made by CLL and Friends.

Borough Liaison: The Borough Budget will be presented at the March 17 meeting. C Sventy asked if the library Trustees would prefer to have their library email posted in the Service Directory, as does the Borough Council, rather than telephone numbers. The Director will provide the properly formatted email list.

Kinnelon Library Legacy Foundation: M Odian reported that the foundation met this month with the purpose of developing a working Board as well as a Board of Trustees. The foundation is funding the website development project.

Personnel SubC: Several candidates have responded to the postings for the two part-time Technical Services positions. Interviews will begin March 17, March 18, and March 21 with second interviews to follow as required. The jobs were posted on the MAIN website, Kinnelon Library site, and the Library Link New Jersey site.

Finance SubC: J Horton reported that the committee met to finalize the 2016 budget now that staffing decisions are final. Personnel continues to be the largest portion of the budget and has been adjusted to reflect the two part-time positions instead of one full-time position. The 2015 carry-over funding has been received from the Borough in the amount of \$145,000. The committee will next meet to finalize the allocation of the funds and to finalize the Capital Expenditure Budget.

Innovation Brainstorming: This is a pilot concept. The Board will “brainstorm” on various topics in the months were time permits. Tonight’s topic is Facility Utilization. All attendees were invited to share their thoughts on how/if the physical building could be modified to better meet the needs of the library. Space for books and media, meetings, programs, study and tutoring, computer lab, storage, and administration should be considered. The idea of “Flip the Library” is included and the brainstorming session was encouraged with no limits. In light of the discussion, M Odian will head the coordination of ideas and development of a long term plan to better utilize the physical space of the library.

Director and Staff Reports: S Pharo reported that the library will be included in a municipal complex video monitoring system. The municipal DPW, parking lots, and library will be monitored by the police department. All doors will be monitored, however the side of the building facing Kinnelon Rd will not since there are no doors or ground floor windows. Recordings will be stored for 90 days. Further discussion requested that S Pharo investigate the possibility of a “panic button”, or computer keystroke sequence, or some other means of summoning help, be installed on the second floor or both floors. S Pharo also reported that a recent meeting of Jersey Connect Regional Services, provided by the State Library, revealed the opportunity for upgraded Wi-Fi, a survey of the power needs of our specific library, and the availability of improved hardware to facilitate better Wi-Fi speed and bandwidth. Also, free cloud storage for email is available.

Action Items: none.

New Business: none

Public Comments: JI asked what the cost was for the new website. The Director responded that Innovative Solutions Group has agreed to \$2400.00 which will be funded by the Kinnelon Library Legacy Foundation. JI asked if the Innovation Brainstorming portion of the meeting will appear monthly and if the topic will be posted ahead of time on the agenda? The Board replied that this was the pilot of the concept, so details will be ironed out. We expect to include this topic whenever meeting time allows and will make every effort to state the topic ahead of time. We hope to be able to include it often.

The motion to adjourn was made at 8:42 PM by G Sisco and seconded by L Farmer.

Respectfully Submitted,