

Minutes of the Kinnelon Public Library Board of Trustees April 18, 2018 Meeting
130 Kinnelon Rd Kinnelon, NJ

Recording: Pat Giordano

The meeting of the Board of Trustees was called to order by President A Vosatka at 7:30 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, V Russo

Absent: D Giuseppe

Approval of the Minutes: Motion by R. Collins; second by J Horton. Unanimous approval.

Public Comments Regarding Agenda Items: none

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

There was no discussion on the reports. Reports to be filed as presented.

Approval of the March 2018 Bills: Motion by J Horton; second by L Farmer

Informational Discussions Including Sub Committee Updates.

CLL and Friends: L Farmer reported that Friends of the Library fundraising is slightly ahead of 2017 year -to-date due to a carry-over from last year.

CLL program classes have an entire week of make-up classes due to weather cancellations. The luncheon will be delayed as a result. The weather cancellations brought to light some limitations with the current phone message system. There is a service that changes the message which requires a phone call notification to that service. There were restrictions on the timing of the message changes and problems with the message changes. Since many patrons rely on the phone system and not email nor text, the accuracy and timeliness of the message stating closure of the library is of utmost importance. In addition, the Director will investigate the possibility of remote marquee posting. Social media sites are changed to reflect weather updates at the request of the Director.

Borough Liaison: V Russo will organize Active Shooter Training Program to be presented by Kinnelon Police Department for the library and Borough staff.

Kinnelon Library Legacy Foundation: M Odian to file business taxes which are due next week.

Personnel SubC: nothing to report

Finance SubC: The accounting firm who previously conducted the library audit was bought out last year. The subsequent buyer has notified the Treasurer that they will no longer conduct the required audit. The Treasurer requested that the unfinished 2016 Financial Statements be completed,

which they agreed to complete. Upon checking with other libraries, it was determined that most use 1 other accounting firm. The Treasurer will investigate a replacement firm and advise the Board.

Additionally, while revenue is slightly behind budget, the quarterly appropriation was just received from the Borough which will restore the financials to a break-even position.

Director and Staff Reports: K Fraone highlighted the reports. The Adult Sheep Felting Program had 52 attendees, the Teen Baby Sitter Certification Program had 19 attendees and Childrens Program kicks-off Summer Reading on June 25. The 3D Printer is on loan to Pearl R Miller Middle School until the end of the school year. The Director met with English and Language Arts personnel to discuss cooperation between the schools and the library.

Action Items: J Horton made a motion to approve the Revised By-Laws of the Kinnelon Public Library Board of Trustees upon removal of Section III, item 3 regarding term limits. The motion was seconded by L Farmer with unanimous vote to approve.

M Odian will make the required edit and send the revised By-Laws to each member of the Board. The Board Secretary will review the edit and confirm that each member receives the corrected version.

New Business:

Compliance Officer – All members had reviewed the memo describing the concept of a Compliance Officer to ensure that the practices and policies of the Kinnelon Public Library are current and followed. The Board agreed that there was a need for more specific details and that we should defer discussion of a Compliance Officer. In effect, we should start with a procedure rather than start with a position. The compliance plan was broken down into 3 parts:

Physical Plant- specific items to include, but not limited to, fire extinguishers and inspections, equipment inventory, IT maintenance (to include software, firewalls, virus protection and the like) and elevator inspection and upkeep. The building and grounds are under the auspices of the municipality; however, any contents should be considered the responsibility of the library.

Governance – any area that is the direct responsibility of the Board or its Subcommittees. Items such as timely approval and posting of the minutes, reporting practices of Subcommittees, posting of Labor Law Posters, and adherence to statutes pertaining to the Board of Trustees.

Safety- again, items to include, but not limited to, requirements for fire drills, unruly patrons, child protection plans, and defibrillator inspection and upkeep. In the past, there had been a Safety Committee on site, some members of which may still be involved in the library. The Director will request input from those members. Mayor Collins offered to approach the Kinnelon Fire Chief regarding a presentation for the library. Discussions have already begun with the Chief of Police to provide Active Shooter training.

Additional resources suggested to members included the NJLA website and library counsel D. Zucker. Members are asked to submit any ideas and suggestions to M Odian who will coordinate the compilation of the compliance plan.

Public Comments: none

The motion to adjourn was made at 8:35PM by L Farmer; second by J Horton.

Patricia Guardado