

Minutes of the Kinnelon Public Library Board of Trustees, February 27, 2019 Meeting
Kinnelon Public Library
132 Kinnelon Rd
Kinnelon, NJ 07405

Recording: William P. Saks

The meeting of the Board of Trustees was called to order by Vice President P. Giordano at 7:33 p.m. The Vice President deemed the meeting to be in compliance with the New Jersey Sunshine Law.

Roll Call: Attendees: K Fraone, W. Saks, J Horton, P Giordano, D. DiGiuseppe, and V. Russo

Absent: A. Vosatka, M. Odian, and Mayor J. Freda

Approval of Reorganization Minutes: Motion by J. Horton; second by; W. Saks

Approved with one abstention

Approval of the Regular Meeting Minutes: Motion by W. Saks; second by; J. Horton

Unanimous approval

Public Comments Regarding Agenda Items: none

Statistical Report, Financial Report, Financial Snapshot and Bills for Approval: New Statistical Format is easier to understand.

Approval of the December Bills: motion by D. Giuseppe; second by; J. Horton

Informational Discussions Including Sub Committee Updates.

CLL and Friends: The CLL Instructor Orientation was held on February 19th. Classes began on February 25th as planned. This semester is scheduled to end on May 5, 2019. More than 300 students have registered for the 16 courses offered. All classes are presented by volunteers.

Students who have participated in past CLL Oil and Water Color painting classes exhibited their artwork on the second floor of the library during February.

The sale of the CLL Artists Cookbook resulted in a net return of approximately \$1500.

A variety of Friends fund raising programs is in the planning stages:

Barn Theater – The musical 1776 for Friday, May 24, 2019

Shredding – Saturday, May 11, 2019

Annual Book Sale Days– Friday, August 23 through Monday, August 26, 2019

Borough Liaison: none

Kinnelon Library Legacy Foundation: none

Personnel SubC: Specific personnel positions and review of job descriptions discussed in closed session.

Finance SubC: January Budget report not much activity. Year-end 2018 report is preliminary as some year-end adjustments are yet to be completed. Some improvements are being made to QuickBooks. New reports will be introduced in the next few months.

Director and Staff Reports: The January programs were reviewed. The 2019 budget was shared with the staff at their January meeting in order for them to have an understanding of where the money comes from and where it is spent.

Programs: Children's – Story Time, Music and Movement, Fairy Princess Party had 26 children attend.

Adult's – Exercise classes have started new sessions. Paint Night had over 30 people at 2 sessions. College Workshop almost 30 students from grades 8, 9 and 10 attended.

Action Items: Motion for recording secretary, W. Saks, to have authority to sign checks: J. Horton; second by; D. Giuseppe. Unanimous approval

New Business: None

Public Comments: Nancy Zaccagnino had difficulty finding meeting dates, agendas, and minutes on the KPL web site. The Director will follow-up and if necessary address the issue.

The motion to move to Closed Session for personnel discussions was made by J. Horton; second by P. Giordano at 7:46

The motion to move back to Open Session was made at 8:00 p.m. by D. Giuseppe; second by P. Giordano

Action Items: Motion to absolve the position of Administrative Assistant and replace it with the position of Finance and Administration Manager, resulting in a 5% salary adjustment and an additional 2% merit increase. Unanimous approval

The motion to adjourn was made at 8:11 by J. Horton, and seconded by P. Giordano .

Respectfully Submitted,

William P. Saks