

Minutes of the Kinnelon Public Library Board of Trustees, December 18, 2019 Meeting
Kinnelon Public Library
132 Kinnelon Rd
Kinnelon, NJ 07405

Recording: William Saks

The meeting of the Board of Trustees was called to order by President A. Vosatka at 7:30 p.m. The President deemed the meeting to be in compliance with the New Jersey Sunshine Law.

Roll Call: Attendees: K. Fraone, J. Horton, P. Giordano, W. Saks, V. Russo, M. Odian, D. Giuseppe, A. Vosatka, Mayor J. Freda

Absent: None

Approval of the Minutes: Motion by P. Giordano; second by J. Horton; with unanimous approval.

Public Comments Regarding Agenda Items: None

Statistical Report, Financial Report, Financial Snapshot and Bills for Approval: Library building attendance was reviewed and compared to prior year figures. Health benefits were reviewed and discussed. Reports were filed as presented.

Approval of the October and November Bills: Motion by M. Odian; second by; J. Horton
Unanimous approval.

Informational Discussions Including Sub Committee Updates.

CLL and Friends October and November Report: Membership letters to support the Friends of the Kinnelon Library were mailed on October 4, 2019. A Friends fundraiser including a tour of the Newark Museum and Ballantine House was held on December 4, 2019. It was followed by a meal at The Spanish Pavilion Restaurant.

New CLL Board member Jackie Hrina was introduced and welcomed.

The CLL Class Brochure for the Spring Semester has been completed and printed. It will be mailed to Kinnelon residents the first week in January and to Non Kinnelon residents the second week in January.

Classes ended for the Fall semester on Friday, November 15th. The Spring semester begins Monday, February 24th and ends Friday, May 1st.

Friends library funding contributions for 2020 were reviewed.

The 2020 Service Directory is in the process of being updated. The directory includes borough and county information, as well as, community clubs and resources. It is a valuable resource for Kinnelon residents.

Long term Board members – Rose Meseck (Friends), Evelyn Duvall (CLL), and Pat Bianchi (Friends) were recognized at the Volunteers Luncheon on November 20, 2019. In addition library walkway pavers will be installed this spring in their honor.

Programs and Fundraising activities planned for 2020 include:

- Shredding – Saturday, May 30th and Saturday, October 11th
- Book Sale – August, 2020 date to be determined
- Service Directory – March, 2020
- Pavers – Spring 2020
- Barn Theater – Friday, May 22nd the musical “ Into The Woods”
- Silent Art Auction - Fall of 2020
- Membership mailing – May and October 2020

Borough Liaison: Kinnelon Road will be paved from Montville to Route 23 sometime between April and November, 2020. A walking path on Kinnelon Road is also under consideration. Morris County Freeholders and engineers haven’t given final approval to date on this portion of the project. Kiel Avenue will also be paved in 2020.

Insurance liability and waivers for bus tours was discussed.

Changing from single stream to dual stream recycling begins in January.

Kinnelon Library Legacy Foundation: Nothing new to report.

Personnel SubC: A meeting was held on December 5th. The first draft of an employee evaluation was discussed. State statutes were reviewed in terms of their impact on the wording for sick leave, jury duty, breaks etc. in the employee contracts.

A library policy for donated leave program was discussed for an employee who has run out of sick leave and has a catastrophic illness.

Mandatory background checks for employees was reviewed and discussed.

Finance SubC: The budget for 2020 has been completed. The November year to date budget is tracking favorably both in revenues and expenses.

Capital Improvement SubC: Lime Energy Company did a partial audit of the building including lighting, HVAC and heating systems. The results of this audit were reviewed and discussed. The Capital Improvement Subcommittee has a meeting planned to prioritize suggested library building projects for the Trustees’ consideration.

Director Report and Staff Reports: Report is filed as presented. The Friends and CLL contributions to the library were reported. The Friends contribution will be used for materials and patron services. The CLL contribution will be used for programing.

The Board is grateful and appreciates the vibrancy and support of Friends of the library.

The Board appreciates the 15 years of service from Galina Adair, who is retiring effective December 31, 2019.

Action Items: Motions by P. Giordano; Seconds by; J. Horton to adopt the Board meeting dates, the library closing dates, and the library budget for 2020 as presented.

New Business: A motion to elect to restrict \$165,000 of checking account money for capital improvement by P. Giordano; second by A. Vosatka unanimous approval

Old Business: None

Public Comments: None

The motion to adjourn was made at 8:57 p.m. by M. Odian; second by; P. Giordano

Respectfully Submitted,

William P. Saks