

Minutes of the Kinnelon Public Library Board of Trustees, January 15, 2020 Meeting  
Kinnelon Public Library  
132 Kinnelon Rd  
Kinnelon, NJ 07405

Recording: Joyce Horton

The meeting of the Board of Trustees was called to order by President A. Vosatka at 7:39 p.m. The President deemed the meeting to be in compliance with the New Jersey Sunshine Law.

**Roll Call: Attendees:** K. Fraone, J. Horton, V. Russo, M. Odian, A. Vosatka, Mayor J. Freda

**Absent:** P. Giordano, W. Saks, D. Giuseppe

**Approval of the Minutes:** Motion by J. Horton; second by M. Odian; with unanimous approval.

**Public Comments Regarding Agenda Items:** None

**Statistical Report, Financial Report, Financial Snapshot and Bills for Approval:** Hard copy circulation and Library building attendance were reviewed and compared to prior year figures. Suggestion made that the Capital Improvement Committee should consider these trends in formulating short term and long term capital plans. Reports were filed as presented.

**Approval of the January Bills:** Motion by M. Odian; second by J. Horton; unanimous approval.

**Informational Discussions Including Sub Committee Updates.**

**CLL and Friends Report:** In W. Saks absence, A. Vosatka reported that the Spring 2020 CLL semester will commence in February. Ron Leavesley will present his formal CLL and Friends reports at the February Board meeting.

**Borough Liaison:** The Library's application for the Lime Energy lighting replacement project was unfortunately rejected, while the Borough's application was approved. The Library can reapply for this project in July 2020; the project cost estimate being \$5,034.

**Kinnelon Library Legacy Foundation:** Nothing new to report.

**Personnel SubC:** K. Fraone and Attorney D. Zucker met with the Library shop steward and union representatives to review their list of wants and needs. The next meeting is scheduled for early February.

The review of the Library Director will be done in the next few weeks and Board members will be asked to provide feedback.

The review of various Library staff positions has been done over this past year and the results will be utilized to make decisions on the Children's Librarian position.

**Finance SubC:** At this time, the December 2019 budget report does not yet include the December Borough appropriation or payroll figures, which are offsetting balances and should not impact the bottom line. Year-end accruals also need to be made for Borough Appropriation and professional fee line items and even with additional expense accruals, the Library is expected to end 2019 with a healthy Return to Reserve.

**Capital Improvement SubC:** Report is filed as presented. The Subcommittee met to prioritize suggested library building projects for the Trustees' consideration. Projects were categorized as either foundational projects, i.e. "Glue" or interior design-focused projects, labeled "Glitter."

K. Fraone asked if the Borough was planning to hire an architect to evaluate the Borough and Library facilities to recommend capital improvements, particularly addressing the HVAC systems.

It was noted that C. Daniels is a Qualified Purchasing Agent (QPA) who may be available to assist the Library with the flooring redesign project under discussion.

**Director Report and Staff Reports:** Reports filed as presented. The December programs were recapped for the Board. The Friends, CLL and Women of Smoke Rise contributions to the Library were reported and the Board is appreciative of the continuing support from these organizations.

With G. Adair's retirement on December 31, 2019, it was decided to hold off on filling the Children's Librarian position for several months. K. Fraone will work with the Children's staff in the interim while assessing the future direction and needs of this department.

The Director was requested to quantify and report back on the number of books purged and physical space opened up from the weeding over the past several months.

**Action Items:** None

**New Business:** The Lime Energy lighting replacement project was discussed earlier during the Subcommittee updates. Further discussion and proposed course of action will be deferred to a future meeting.

**Old Business:** None

**Public Comments:** N. Zaccagnino commented that with the possible reconfiguration of the Children's Department, consideration should be given to ensuring that a clear line of sight is configured from the desk to the Children's exit doors.

The motion to adjourn was made at 8:46 p.m. by Mayor J. Freda; second by M. Odian.

Respectfully Submitted,

Joyce Horton