

Minutes of the Kinnelon Public Library Board of Trustees, February 19, 2020 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 7:35 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, A. Vosatka, Mayor J. Freda

Absent: D. DiGiuseppe

Approval of the Reorganization January 15, 2020 Minutes: Motion by J. Horton; second by J. Freda; with unanimous approval.

Approval of the Regular January 15, 2020 Minutes: Motion by J. Horton; second by J. Freda; with unanimous approval.

Public Comments Regarding Agenda Items: None

Statistical Report, Financial Report, Financial Snapshot and Bills for Approval: Reports were filed as presented with the statistical label 'Year to Date' corrected to reflect the 'Final Total' for 2019.

Approval of the February Bills: Motion by; J. Horton; second by; P. Giordano. Unanimous approval.

Informational Discussions Including Sub Committee Updates.

Friends and CLL Trustee Report: The president of CLL and Friends presented the highlights of the Trustee report. The report was filed as presented. The president was thanked for everything he and his team of volunteers are doing and have accomplished for CLL and Friends and in turn for the library.

CLL and Friends Report: Registration is complete for the Spring CLL classes. The classes begin February 24th and end May 1st. The Rambling Hiking class has been cancelled for the Spring CLL semester due to the resignation of the Rambling Coordinator. The CLL Instructor Orientation for this semesters' classes was held February 19th.

The Friends' membership letter to be mailed this May will feature the Friends 40th Anniversary.

The Book Sale committee met on February 12th. The process, procedure and dates for the annual August book sale were reviewed and discussed with input from committee members.

The Service Directory Committee met on February 2nd to review, share and discuss with members the status of data updating and standing of advertising sales. There was a discussion at the Friends Board

meeting concerning the possibility of uploading the directory to the library web site in future years and limiting the number of copies that are printed and mailed to residents.

Individuals that ordered pavers for the library walkway have been notified that a spring insertion of these pavers is anticipated.

Borough Liaison: The installation and updating of lighting from incandescent to LED has begun at Borough Hall as part of the Lime Energy Program.

The Mayor shared that K-Fest will be held September 26th. In addition, there is a committee investigating the feasibility of a Farmers' Market being held in June and the possibility of a future concert.

Kinnelon Library Legacy Foundation: The tax report is in the process of being completed for 2019. A snapshot of the description and responsibilities of the foundation will be uploaded to the library and borough web sites to foster the search for additional qualified KLLF Board members.

Personnel SubC: The Director's annual performance review will be addressed in Closed Session. The committee met to discuss items to share with the shop stewards during the upcoming yearly union contract negotiation.

Finance SubC: There has been a minimum amount of spending for January. The December report has not been finalized, since it needs to incorporate the remainder of the borough appropriations and the 2019 bills that will accrue.

The auditor has been contacted to request the engagement letter to start the annual audit.

Two resolutions will be addressed during the Trustee meeting with respect to our capital improvement funds.

Capital Improvement SubC: New Jersey State Library has a Construction Bond Act. The criteria for applying for funds was recently published. The State will pay 50% of construction costs. The deadline for applying for these funds is between March and April. However, much of the criteria requires shovel ready projects. The application requires documentation including an architect's analysis, a certified statement from the architect for need of repair, the cost estimate, drawings of the schematic of the repair, community analysis building program, etc.

Director Report and Staff Reports: The Director reviewed January Children's programs including Story Time, Music Movement and a Valentine's Program. Upcoming Adult March programs include a celebration of Holi, exercise programs and Roaring Twenties. The recent, Downton Abbey movie/afternoon tea event was well attended. Special Needs Adult programs include Zumba, Yoga, Painting and Arts and Crafts. Report is filed as presented.

Action Items:

- Resolution 2020-4 Dissolution of the Lakeland Capital Improvement Account & Designation of Vanguard as the New Capital Improvement Account Depository.

Now therefore be it resolved that the Kinnelon Public Library's Board of Trustees orders the Lakeland Bank Money Market account designated as the Capital Improvement Account liquidated and the monies resulting from this liquidation to be deposited in a Vanguard Money Market Account designated as the Capital Improvement account.

Motion by J. Horton; second by P. Giordano to approve Resolution 2020-4 Unanimous approval

Dated: February 19, 2020

Anne H. Vosatka, President

I certify that the above is a true copy of a resolution passed by the Kinnelon Public Library Board of Trustees at its meeting held on February 19, 2020.

Kimberly Fraone, Library Director

- Resolution 2020-5 Transfer of Restricted Funds to Vanguard Capital Improvement Account

Now therefore be it resolved that the Kinnelon Public Library's Board of Trustees approved the transfer of designated funds in the amount of \$165,000 from its Lakeland Bank checking account to the Vanguard Capital Improvement Money Market Account.

Motion by M. Odian; second by J. Horton to approve Resolution 2020-5 Unanimous approval

Dated: February 19, 2020

Anne H. Vosatka, President

I certify that the above is a true copy of a resolution passed by the Kinnelon Public Library Board of Trustees at its meeting held on February 19, 2020.

Kimberly Fraone, Library Director

New Business: There was a discussion concerning child safety at the library. It has also been reviewed as part of capital improvement planning for the footprint of the library and will be looked at as a high priority. In addition, the Kinnelon Public Library Safe Child Policy will be reviewed.

Old Business: None

Public Comments: N. Zaccagnino commented on contacting J. Hecht, interim library director. He may be able to connect us to resources experienced in evaluating and optimizing the library physical plant and floor planning.

Motion to go into Closed Session for personnel discussions regarding the Director's performance evaluation for 2019 by J. Horton; second by P. Giordano at 8:50 p.m. with unanimous approval

Motion to move back to Open Session at 9:56 p.m. by P. Giordano; second J. Horton

Motion to approve a 2.78% raise for the Library Director for 2020 by P. Giordano; second by J. Freda at 9: 57 p.m. with unanimous approval.

Motion to approve a 3% raise and 2% merit pay increase for the Financial and Administrative Manager for 2020 by P. Giordano and second by; J. Horton at 9:89 p.m. with unanimous approval.

The motion to adjourn was made at 10:00 p.m. by P. Giordano; second by; J. Horton

Respectfully Submitted,

William P. Saks