

Minutes of the Kinnelon Public Library Board of Trustees, May 20, 2020 Meeting
Kinnelon Public Library
132 Kinnelon Rd
Kinnelon, NJ 07405

Recording: William Saks

PLEASE NOTE: DUE TO GOVERNOR MURPHY'S EMERGENCY CLOSURE OF PUBLIC SPACES (INCLUDING LIBRARIES) AND LIMITATIONS ON MEETING SIZES THIS REGULARLY SCHEDULED MEETING OF THE KINNELON PUBLIC LIBRARY BOARD OF TRUSTEES (KPL) WAS HELD ONLINE.

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

Absent: None

Approval of the Minutes: Motion by P. Giordano; second by W. Saks; with unanimous approval.

Public Comments Regarding Agenda Items: None

Statistical Report, Financial Report, Financial Snapshot and Bills for Approval: Reports were filed as presented.

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

Informational Discussions Including Sub Committee Updates.

CLL and Friends Report: The President, Vice President, and Trustee Liaison of Friends, reviewed the key Friends and CLL programs planned for the balance of 2020. As result of COVID-19 the following decisions were made:

- Friends May fundraising membership letter has been cancelled. The October membership mailing is scheduled as planned.
- Security Shredding scheduled for May 30th has been cancelled. Security Shredding scheduled for Saturday, October 4th continues to be monitored for possible cancellation.
- The Service Directory was mailed as planned.
- The Barn Theatre fundraiser, "Into The Woods", has been cancelled and "A Gentleman's Guide to Love and Murder" has been booked instead for Friday, May 21, 2021.
- The Annual Book Sale scheduled for August, 2020 has been cancelled.
- The CLL Fall, 2020 Semester has been rescheduled for the Spring, 2021.
- Friends Tours fundraiser has been cancelled for 2020.

- The Fall Silent Art Auction, which normally occurs every other year, is cancelled for 2020 and rescheduled for 2021.

Borough Liaison: Borough Hall is closed to the public. However, borough employees are fulfilling their obligations with a limited work schedule. The public is not permitted in the building. All of the borough activities have been cancelled. Recreation activities and summer camp has been cancelled.

Kinnelon Library Legacy Foundation: An extension was granted for filing the tax reports. The reports are in the process of being completed.

Personnel SubC: Nothing new to report given COVID-19

Finance SubC: Year to date financials through April revenue and expense categories are lagging behind budget due to the current library closure. No issues are anticipated in meeting our budget for the end of the year. Contact has been made with the auditors with respect to the work plan for conducting the upcoming audit. It was originally scheduled to occur this month. A portion of the audit and analysis will take place virtually and the in person audit portion will take place once the library reopens.

Capital Improvement SubC: Nothing to report

Director Report and Staff Reports: Report is filed as presented. The director highlighted some key resources, activities and programs including Hoopla, which is similar to Cloud Library. It has e-books, audio books, movies and music. Tuesday Talkers Book Club will go virtual. Exercise classes will occur through Zoom. Zumba, Chair Yoga and Meditation classes will begin in the near future. In addition, there is an on-line summer reading program sponsored by the New Jersey State Library.

Action Items: None

New Business: A working outline of the Pandemic Library Reopening Plan, developed by the director, was reviewed and discussed. This outline follows best practices guidelines for COVID-19 alignment trends and strategies. These guidelines were created by Top Cats, a task force of top library officials. The library will be opened in phases following the Governor's executive orders. These phases will be based on local conditions. There must be a balance between serving our patrons and keeping them safe. Caution and safety are key themes. The plan to reopen must be extremely agile in order to be able to pull back if necessary. Opening too fast may lead to more COVID-19 cases and fatalities.

Key Take Aways:

- Decisions around approving a plan can be done without the public formal meeting process.
- We will only consider starting the phases once the Governor's office has given the green light.
- We may choose not to go at the same pace as other libraries.
- We will make our decisions based on local circumstances.

Old Business: None

Public Comments: Marianne DeAlessi thanked the library staff for their assistance in helping her to acquire textbooks needed to achieve her goal of earning a doctorate.

The motion to adjourn was made at 8:46 p.m. by J. Horton; second by D. DiGiuseppe

Respectfully Submitted,

William P. Saks