

Minutes of the Kinnelon Public Library Board of Trustees, August 19, 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 p.m. The President deemed the meeting to be in compliance with the New Jersey Sunshine Law.

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

**Absent:** D. Giuseppe, Mayor J. Freda

Mayor J. Freda has appointed V. Russo as his designee in addition to being borough council liaison.

**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:** Reports were filed as presented.

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

**Informational Discussions Including Sub Committee Updates.**

**CLL and Friends Report:** The CLL President, Friends Vice President and CLL Class Coordinator have met with the managers of the CLL classes to review the guidelines, elements for consideration, and provide the opportunity for each class manager's input for specifics in holding classes for Semester I – 2021. These classes are scheduled to begin on Monday, February 22<sup>nd</sup> and end on Friday, April 30<sup>th</sup>.

Areas discussed for consideration included, but were not limited to, classes beginning two weeks later than February 22<sup>nd</sup> allowing for the possibility of COVID-19 to have less of an impact, limiting student registration and class sizes due to 6 foot spacing, eliminating or requiring individually packaged refreshments, and excluding carpooling for hiking classes. Students would instead meet at trailheads, hiking in pods – splitting into smaller groups, leaving spacing for starting times for each pod to begin hiking.

The semester is not a definite since it is contingent on the state of COVID-19 and the library pandemic opening plan. Key decisions will be made in September and October, since the CLL class brochure is printed in November.

The Fall Friends membership letter collating has been successfully completed in the homes of a team of volunteers. These letters are in the process of being sorted by route and will be mailed the first week in October.

The Fall shredding fundraiser is scheduled to occur Saturday, October 10<sup>th</sup>.

The list of pavers purchased for the library walkway are at the engraver. When completed, they will be installed.

The Barn Theatre play, Into the Woods, scheduled as a Friends fundraiser for May, 2021 has been cancelled by the Barn Theatre.

**Borough Liaison:** Borough Hall remains closed to the public. Discussions have been held with the library director regarding moving forward with the Lime Energy project. The borough will also move forward with this project for the DPW garage. Separate proposals from Lime Energy have also been requested for consideration in updating the HVAC library and borough systems. The borough technology committee members have held discussions concerning upgrading the telephone system.

**Kinnelon Library Legacy Foundation:** There was a transfer of funds from the Vanguard account to the Lakeland account for payment of the automatic library doors.

**Personnel SubC:** The committee met with the director regarding the 2020 goals. Addendums and updates to the goals were made due to the impact of COVID-19 on library functions. These will be reviewed and discussed in New Business.

**Finance SubC:** The July year-to-date financials reflect a positive 2020 return to reserves. This is primarily due to the second quarter borough appropriation. Given the library closure, revenue sources have been reduced. However, the library expenses have proportionately also been reduced. It is anticipated that our financial targets will be met for the year.

**Capital Improvement SubC:** None

**Director Report and Staff Reports:** Curbside pick-up has been successful. An outdoor pop-up library has been initiated. There has been a good turnout of patrons to date. All programs have been occurring virtually at no cost to our patrons.

Since there isn't a statewide delivery service occurring for MAIN, directors have been exchanging materials at parking lot swaps. A discussion is planned at the upcoming MAIN directors' meeting with the possibility of contracting a company to deliver materials between Morris County libraries.

Report is filed as presented.

**Action Items:** None

**New Business:** The library director's goals were reviewed and discussed. Fiscal responsibility, personnel, physical plant and communication with patrons and community are themes of the goals denoted each year. These themes are well represented in this year's goals. The guiding principle is what can be accomplished, particularly with capital improvement, while we are relatively less busy since the library is not physically open to the public. Goal areas deliberated and appraised included the HVAC, lighting and telephone systems, as well as, the launching of an updated library website.

**Old Business:** None

**Public Comments:**

The motion to adjourn was made at 8:26 p.m. by J. Horton; second by P. Giordano

Respectfully Submitted,

William P. Saks