

Minutes of the Kinnelon Public Library Board of Trustees, November 18, 2020 Meeting

Kinnelon Public Library
132 Kinnelon Rd
Kinnelon, NJ 07405

Recording: William Saks

PLEASE NOTE: This regularly scheduled meeting of the Kinnelon Public Library Board of Trustees (KPL) is being held virtually to minimize the risk of COVID-19 spread.

The meeting of the Board of Trustees was called to order by President A. Vosatka at 7:31 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, D. Giuseppe

Absent: Mayor J. Freda

Approval of the Minutes: Motion by M. Odian; second by P. Giordano; with unanimous approval.

Public Comments Regarding Agenda Items: None

Statistical Report, Financial Report, Financial Snapshot and Bills for Approval: Statistically, there has been an increase in the number of children's books borrowed, as well as an increase in the number of all books borrowed since the Pop-up library has been initiated. There has also been an increase in e-books usage although numbers remain modest. With respect to the Financial Snapshot, budget allocation currently outpaces expenditures. Reports were filed as presented.

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

Informational Discussions Including Sub Committee Updates.

CLL and Friends Report: Pavers for The Forever in Stone fundraiser have recently been installed in the library walkway. Individuals who purchased pavers in support of this fundraiser have been notified and given a map indicating their paver's location in the walkway.

After in-depth consideration, the decision was made to cancel publication plans for the 2021 Service Directory. This would have been the 41st year that Friends of the library has provided the directory as a service to the Kinnelon and surrounding communities. The cancellation is due to COVID-19 and the health and safety concerns for all those involved in preparing this resource.

A committee recently met with the library's program specialist to begin to investigate incorporating remote learning options for selected CLL course delivery for the Fall semester II – 2021.

Borough Liaison: Borough Council meetings will be held virtually beginning November 19th due to the Governor's ruling limiting the number of people in an indoor gathering to ten. Borough hall will remain open to the public due to its limited foot traffic.

Instead of a Christmas Tree Lighting Ceremony, there will be a Drive By to Meet Santa at borough hall on December 4th at 7:00 p.m. The borough annual Menorah Lighting Ceremony is planned for December 16th at 7:00 p.m.

A second quotation will be sought for upgrading the HVAC systems in the borough hall and the library buildings. These two quotations will help in making an informed decision for moving forward with the upgrade and coordinating it with the borough.

The borough liaison to the trustees will act as the point person for executing the previously approved Lime Energy Project for upgrading the lighting in the library building.

Kinnelon Library Legacy Foundation: The foundation members have discussed and are prepared to support projects brought forward. These will be discussed in New Business.

Personnel SubC: Zoom meetings have been held and are ongoing to negotiate the personnel contract renewal with the Union representatives.

Finance SubC: Third quarter funding appropriation was received in October from the borough. This translates to a favorable return to reserve position for October year to date. Operating expenses are tracking favorably versus budget. The projection is to end the year in a favorable position.

The Director is in the process of preparing the 2021 budget. It is anticipated it will be presented to the trustees by January.

Capital Improvement SubC: Quotes for new flooring for the meeting rooms, second floor hallway and elevator were shared with the Legacy Foundation. Trustees agreed that the library should hire a Qualified Purchase Agent (QPA) in order to facilitate bid evaluation.

In addition, a quote for tuning up the meeting room dividers was shared for funding consideration by the Foundation.

Long term projects under consideration for capital improvement also include the HVAC system and replacement lighting. Painting the meeting rooms was also discussed. DPW has been contacted to determine if the library can coordinate with them to paint the rooms, the second floor hallway and the stairwell.

Director Report and Staff Reports: Although the building has not been open to the public, services have continuously been provided via curbside pickup of materials, outdoor Pop-up library for browsing new materials and virtual programming. The statewide inter-library delivery of materials has resumed. Library virtual programming has resulted in higher attendance than when these programs were held only in person. Hybrid programming is being considered for the future.

There has been a persistent leak in the ceiling on the second floor. DPW has determined that it may be caused by gutter issues. These have been cleaned and overhanging tree branches have been pruned.

Daily trouble signals have occurred for the fire alarm system. The company that services this system has been unable to resolve the issue. DPW provided the direction to contact two recommended companies to evaluate and ultimately address this problem.

Leased contracts for the two copiers end in December. The first floor copier will continue to be leased in 2021. The second floor copier was not heavily utilized and the current lease will not be renewed in 2021. This lease will move to a local company which works with MAIN libraries and has a state contract.

The director has met with the president of the Friends and CLL Board regarding projected pledged 2021 library funding donation. The projected funding from the borough was also reviewed. There will be a reduction in the borough tax revenue base funding, as well as, a reduction in the Friends and CLL funding. Therefore, the library will have less funding in its 2021 budget than in prior years.

MAIN will not impose late fines for the remainder of this year. Although eliminating these fines for the library as another source of revenue would have a financial impact, albeit a minor one, consideration for eliminating these fines will be given during a future trustee discussion.

Report has been filed as presented.

Action Items: None

New Business: The library is currently in Phase 2 of the Pandemic Reopening Plan. Revisions to the Phase 3 plan were thoroughly discussed. These revision highlights include limited indoor browsing of the library's first floor collection.

The decision was reached by the board to move to Phase 3 with revisions and open the library to the public. The director and staff were asked to bring to the December board meeting a proposal for additional ways to serve the needs of child patrons.

Due to technical difficulties with the present e-mail accounts provided through JerseyConnect, it was agreed to utilize a different provider for these accounts. The director will follow through with this change and provide the board with the necessary information at a future trustee meeting.

The Legacy Foundation requested the Director inform the board of those projects to be supported by the Foundation. In addition to the repair of the meeting room accordion doors, the Director requested Foundation funds for two e-reading subscriptions resources: Dear Reader, a reader advisory resource and Bain Fuse, an on-line tutoring resource.

Old Business: None

Public Comments: Anthony Chirido requested a copy of the current budget. The president and director provided the OPRA request process to be followed to obtain this information. Mr. Chirido also requested

and received information regarding the funding sources of the proposed HVAC system and lighting upgrade.

Jack Markovsky requested and was given information with respect to the library opening to the public for Phase 3 and if this included access to the Children's department on the second floor.

The motion to adjourn was made at 9:19 p.m. by J. Horton; second by D. Giuseppe.

Respectfully Submitted,

William P. Saks