

Minutes of the Kinnelon Public Library Board of Trustees, September 15, 2021 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 7:30 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, S. Ott, A. Vosatka, D. DiGiuseppe

Absent: Mayor J. Freda

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

Informational Discussions Including Sub Committee Updates.

CLL and Friends Report: The shredding fundraiser is scheduled for October 9th from 9:00 a.m. to 12:00 p.m.

The annual book sale has been completed and was a success. Thank you to the KVFC, DPW, the committee members, volunteers and the library director for their time, efforts and expertise in helping to make this endeavor a successful event that benefits the library's goals, objectives, programs and activities. In addition, thank you to the director for providing a luncheon for the committee members and DPW workers for their diligence in preparing for the book sale and delivering donated books and media to Goodwill at the sale's conclusion.

The fall membership mailing is planned for the first week in October.

Meetings have begun for planning, data input, and production of the 2022 Service Directory.

A CLL art exhibit is in the planning stages to be held in October.

Registration for the fall CLL semester concluded on August 27th. The CLL course registrar worked closely with class coordinators to finalize course offerings and student enrollment. Fees were eliminated for the fall semester with offerings available only to students enrolled in the spring 2020 semester that was cancelled due to the pandemic. The fall semester runs from September 13th for ten weeks.

Borough Liaison: Donnelly Energy is preparing a proposal to replace the library's two boilers at a cost of \$72,577. PSE&G will pick up \$58,030 of the cost for replacing the boilers. Therefore, the library's cost will be \$14,546. In addition, PSE&G will permit the library to pay its share of the cost over 60 months interest free resulting in a payment from the library of \$242.44 per month over five years. It is anticipated that a written proposal outlining the process and costs will be submitted for approval by Donnelly Energy.

A discussion occurred regarding Roxbury Engineering's preparation of a bid package for upgrading the HVAC cooling part of the system. It will define the scope of the project and its total cost.

Kinnelon Library Legacy Foundation: The library director and foundation president are planning to begin the process of reviewing and evaluating President John F. Kennedy's and First Lady Jacqueline Kennedy's donated personal collection of books housed in the White House during his Presidency. Books written about the President and First Lady but not part of their personal collection will be offered for sale on line.

Personnel SubC: Nothing to report

Finance SubC: August year to date budget is lagging behind expenses due to not receiving the second quarter borough appropriation. The treasurer will follow up with the borough's chief financial officer since the appropriation is normally received by now.

Capital Improvement SubC: The new water bottle filling station/water fountain has been installed on the first floor. Since the second floor station is a more difficult installation process with an additional cost, an analysis of the first floor usage will be completed prior to arriving at a decision regarding whether or not to install one on the second floor.

Second floor hall signage and meeting room furniture, including tables and chairs are on order.

An audio/visual company is scheduled to meet with the director in order to suggest recommended upgraded replacements for the present outdated audio/visual system.

Director Report and Staff Reports: Highlights of the report included the following.

The Legacy Foundation has approved the funding for the installation of automatic door openers for the children's and adult's library rooms.

The decision was made to continue with outdoor children's programming due to the Delta virus variant.

Report filed as presented.

Action Items: None

New Business: An update to the Meeting Rooms' Policy regarding masking requirements was reviewed and discussed. Presently, the policy recommends but does not require mask wearing in the library and/or the meeting rooms regardless of vaccination status. Due to the number of people and amount of time spent in these rooms, the director recommended requiring mask usage. Following a thoughtful discussion it was unanimously decided to update the Meeting Room Policy document to require mask usage in the meeting rooms and prohibit any food or beverage consumption.

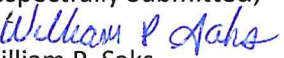
A motion was made by D. DiGiuseppe and seconded by P. Giordano to approve the Donnelly Engineering proposal with PSE&G for the upgrade of the boiler system with the power to authorize the director and the capital subcommittee leader to approve any decisions that need to be reached between scheduled trustee meetings. Unanimous approval

Old Business: None

Public Comments: None

The motion to adjourn was made at 8:24 p.m. by P. Giordano; second J. Horton

Respectfully Submitted,


William P. Saks