

Minutes of the Kinnelon Public Library Board of Trustees, January 19, 2022 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 7:39 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 J. Horton; second by P. Giordano 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 January Bills:** Motion by P. Giordano; second by J. Horton. Unanimous approval.

**Informational Discussions Including Sub Committee Updates.**

**CLL and Friends Report:** The spring 2022 CLL semester was prepared and initiated by the outgoing CLL president. The plan of action for the transfer of the fall 2022 CLL semester to the library's responsibility has been completed.

The CLL class brochures for the spring 2022 semester registration were mailed on Monday, January 3<sup>rd</sup> to all Kinnelon residents and to those out of town students who participated in the fall 2021 CLL semester.

The spring semester begins Monday, February 21<sup>st</sup> and runs for 10 weeks ending on Friday, April 29, 2022. Registrations are due no later than Friday, January 28<sup>th</sup>. An orientation for course coordinators to review the semester dates, scheduled courses, the registration process, class rosters, attendance sheets and use of the audio visual system is scheduled for February 3<sup>rd</sup>.

The shredding event fundraisers are scheduled and contracted for Saturday, May 21, 2022 and Saturday, October 1, 2022. As usual, both will be held behind borough hall from 9:00 a.m. until 12:00 Noon.

**Borough Liaison:** Due to an outbreak of COVID-19 by borough staff members, borough hall was closed for approximately 3 weeks. It was recently reopened to the public and the superintendent of schools has provided COVID-19 testing for the borough employees.

**Kinnelon Library Legacy Foundation:** In order to gain increased understanding, concerning philanthropy and the dynamics of fundraising, the president attended a M.A.I.N. webinar presented by Sobel Bixel, an independent fundraising management consulting firm. Insight was gained regarding fundraising guidance for the development, planning and management of major gift campaigns for the Foundation.

A proposal submitted to a local law firm in November by the Foundation for a possible substantial charitable donation by an anonymous donor who has long-standing ties to the Kinnelon community, has been granted. This gift is covering the cost of the purchase and installation of the ADA compliant automatic door openers of both the adult and children's departments. In addition, the balance will be applied toward the net cost of upgrading the library boilers after the incentive contribution by PSE&G.

**Personnel SubC:** Trustees have been e-mailed forms for analysis and assessment to be completed and returned by February 2<sup>nd</sup>. When completed this feedback will provide input for the committee in summarizing and finalizing the director's annual review. They include the Library Performance Evaluation for 2021 and the Library Director's Goals for 2021.

**Finance SubC:** Year to date revenues reflect a positive return to reserves. It is anticipated that the remainder of the borough appropriation for 2021 will be received in the first quarter of 2022.

The 2022 budget will be presented at an upcoming trustee meeting.

**Capital Improvement SubC:** The last capital improvement project of 2021 was the replacement and upgrade of the boilers. This project was completed on December 22<sup>nd</sup>.

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

Due to the Omicron COVID-19 surge, the masking policy was updated to move from recommended masking to requiring masks be worn by staff and patrons when in the library. CDC guidelines, with respect to the staff, are being followed regarding isolation and quarantining should the virus be contracted.

As of January 1, 2022 M.A.I.N. has eliminated Cloud Library for e-books and audio books and replaced it with Libby, which is another platform for e-books, audio books and e-magazines. In addition, Hoopla is another "e" resource the library offers patrons. It provides access to movies, television, and music in addition to e-books. Kanopy is also available for patrons to stream television and movies. Press Reader can be utilized by patrons for e-magazines and e-newspapers.

Programs are going well, including exercise, meditation, Zumba, and book club. A virtual paint, night held in December, was well attended. A hybrid virtual and in-person Christmas carol program was also held in December and was well attended.

**Action Items:** None

**New Business:** A thorough discussion took place to review and consider the implementation of a Collection Development Policy. The purpose of this policy is to inform the public and guide the staff in how the library collection is curated and managed. At the next meeting, it will be further discussed and reviewed for consideration of approval.

**Old Business:** None

**Public Comments:** None

The motion to adjourn was made at 8:22 p.m. by P. Giordano; second J. Horton .

Respectfully Submitted,

William P. Saks