

## Minutes of the Kinnelon Public Library Board of Trustees, March 16, 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 Vice President P. Giordano at 7:30 p.m. The Vice 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, D. DiGiuseppe

**Absent:** Mayor J. Freda, A. Vosatka, S. Ott

**Approval of the Minutes:** Motion by J. Horton; second by V. Russo; with unanimous approval.

**Public Comments Regarding Agenda Items:** None

**Statistical Report, Financial Report, Financial Snapshot and Bills for Approval:** The director shared a comparison of the stats for February 2019 with February 2022 to determine if there has been a return to pre-pandemic usage levels of adult, children's and e-books. E-books have doubled since 2019. Adult and children's books have returned to 2019 borrowing levels. Reports were filed as presented.

**Approval of the March Bills:** Motion by J. Horton; Second by V. Russo; with unanimous approval.

**Informational Discussions Including Sub Committee Updates.**

**Friends Report:** The most recent group of pavers for the library walkway is in the process of being engraved. It is anticipated that they will be installed in the walkway in late spring.

The book and media sale committee held a recent meeting to continue planning for the annual sale to be held this August. The sale is planned for Friday, August 19<sup>th</sup> through Monday, August 22<sup>nd</sup>.

The service directory committee met to review and finalize data to be virtually presented on the borough and library web sites. The data is in the process of being organized for inclusion in the on-line directory.

Copies of the annual Friends trustee report were distributed to board members for their review.

**Borough Liaison:** Nothing new to report.

**Kinnelon Library Legacy Foundation:** The president of the Foundation is planning to attend a Sobel Bixel webinar on March 18<sup>th</sup> which will address the fundraising process and provide tips and tools in meeting fundraising needs.

The Foundation board recently met to develop, review, edit and revise a fundraising statement that has been posted on the library's website to encourage donations to the foundation in recognition of Kinnelon's 100<sup>th</sup> anniversary.

**Personnel SubC:** The committee held a follow-up meeting with the director to provide feedback and answer any questions regarding the director's annual review. In addition, the director's 2022 goals were addressed. A mid-year review of progress against goals will be held on or about August, 2022 (6 months after goal setting in March).

**Finance SubC:** The February year-to-date revenues reflect a deficit which is typical in the first quarter due to the timing of the borough appropriation.

QuickBooks accounting software has been purchased through Techsoup at a significant savings. The existing desktop data is in the process of being uploaded to this online version.

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

The progress of CLL program implementation and its transfer from the recently retired CLL president's responsibility to the library's responsibility was reported.

The program specialist has been in contact with the Kinnelon 100<sup>th</sup> Anniversary committee chairperson to discuss and continue planning for the library's participation in celebrating this milestone. To date, student art work representing the 100<sup>th</sup> anniversary is displayed in the upstairs gallery hallway. Pottery and additional artwork is exhibited in the first floor display case. There is an upcoming reception for the students and public. A student lecture and concert activity is in the planning stages.

The 2021 NJSL State Aid Report has been completed and submitted as required each year.

Programs have been well attended.

**Action Items:** None

**New Business:** None

**Old Business:** None

**Public Comments:** None

The motion to adjourn was made at 8:06 p.m. by J. Horton; second by D. DiGiuseppe .

Respectfully Submitted,

William P. Saks