

Minutes of the Kinnelon Public Library Board of Trustees, April 20, 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 Anne 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, A. Vosatka, S. Ott, P. Giordano

Absent: Mayor J. Freda, D. DiGiuseppe

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 April Bills: Motion by P. Giordano; second by J. Horton; with unanimous approval.

Informational Discussions Including Sub Committee Updates.

Friends Report: A discussion was held regarding the selection of a venue to hold a lunch get-together for the Friends board members to honor the recently retired president.

The book and media sale committee held a recent meeting to continue planning for the annual sale to be held this August.

Forever in Stone Pavers for the library walkway have been engraved and it is anticipated they will be installed later this spring.

The service directory has been posted on the borough and library web sites. It has been a successful fundraiser, more than doubling the net return from the last year it was published prior to the pandemic.

The shredding fundraiser will be held May 21st in the high school parking lot from 9:00 a.m. – 12:00 noon.

The membership letter fundraiser is scheduled to be mailed the first week in May to all Kinnelon residents and to those out of town residents who have participated in CLL classes.

Borough Liaison: The company engineers have finished the specifications for the HVAC systems for the library and borough hall. The borough engineer is in the process of completing the necessary paperwork in order to

go out for bids to move ahead with this project. Bids are also being prepared for hiring a cleaning service for borough hall and the library.

Kinnelon Library Legacy Foundation: The president of the Foundation recently attended part 2 of a Sobel Bixel webinar that addressed the fundraising process and provided tips and tools in meeting fundraising needs. This information was shared with Foundation board members at their recently held meeting.

The mission of the Foundation including a fundraising statement has been posted on the library's website to encourage donations to the Foundation in recognition of Kinnelon's 100th anniversary.

The presidents of the Friends and Legacy Foundation boards held recent meetings to consider joint funding for approved library projects. It was agreed to share the costs of selected library proposed and approved undertakings by their respective boards.

As a result of this decision, the director submitted to the Friends and Foundation boards a proposal with a price quote from Library Interiors, Inc. This quote is for the purchase of new meeting room flip-top tables, new lighter weight chairs, as well as, cart dollies for the chairs.

A thorough and detailed dialogue occurred at the Friends and Foundation meetings concerning this proposal. The decision was made by each of these boards to equally fund this purchase at a shared cost of \$26,523.62. Therefore, each board's contribution is \$13,261.81

Personnel SubC: Deliberations are taking place with the director regarding staffing options for library operations. It is anticipated recommendations will be presented at the May board meeting.

Finance SubC: The March year to date budget was reviewed. There is an anticipated deficit due to the borough appropriation lagging behind spending. This is a timing issue that will correct when we receive the April borough appropriation.

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

Due to the decrease in COVID-19 and variant cases, the decision was made to bring back newspapers for patrons use.

Student class representatives from Stonybrook School visited the library for a tour and participated in a craft activity.

The Space Audit for library usage has been completed and will be shared at the next scheduled board meeting.

Programs held included creative writing workshops, paint nights, yogaball, Zumba, story time and meditation. In addition, a Makers Day was held comprised of children's craft activities, building with Legos, constructing bird houses and forming book folding creations.

The spring CLL semester concludes this month. The fall semester is in the planning stages.

Action Items: None

New Business: The director led a thorough and detailed discussion to review the newly updated and recommended Library Outdoor Space Policy. In addition, a comprehensive dialogue occurred to thoroughly and completely review a proposed Meeting Room Policy.

Conclusive decisions will be made regarding each of these newly revised and created policies at the board's next regularly scheduled meeting.

Old Business: None

Public Comments: None

The motion to adjourn was made at 8:31p.m. by J. Horton; second by S. Ott .

Respectfully Submitted,

William P. Saks