

Minutes of the Kinnelon Public Library Board of Trustees, December 21, 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, P. Giordano, J. Horton, C. Van Zile, A. Vosatka

Absent: Mayor J. Freda

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: Reports were filed as presented.

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

Informational Discussions Including Sub Committee Updates.

Friends Report: Prospective advertisers and boosters have been contacted and applications continue to be received for inclusion in the 2023 Service Directory. Additional booster applications are available at the library circulation desk and at the borough hall's clerk and tax office desks. To date we have received 21 ads and 15 boosters. Last year the total number of ads was 34 and there were 31 boosters.

Membership letters were mailed on November 16th to all Kinnelon households and to those students who have participated in CLL classes in 2019 prior to the pandemic. It was decided to plan for an earlier mailing date in the fall of 2023 to increase the likely number of membership donations.

Borough Liaison: A Menorah lighting was held at Borough Hall on December 20th in celebration of Hannukah.

Kinnelon Library Legacy Foundation: Christie's auction house has been contacted for consideration for the sale of the Kennedy White House artifacts. Sotheby's, and Guernsey's, auction houses will be contacted in the near future. The Foundation's next regularly scheduled meeting is in February, 2023

Personnel SubC: The newly established Youth Services Position has been filled - details in the Director's report.

Finance SubC: The year to date revenue was reviewed. There has been a positive return to reserve. The remaining borough appropriation will be received in the first quarter of 2023.

The finance committee met with the director to review the 2023 draft budget. It will be presented for approval at the January 2023 monthly Board meeting.

After a thorough review of planned capital expenditures and in order to create a resource for anticipated needs based on the Capital Improvement Plan, the Finance Sub-Committee, in consultation with the Capital Improvement Committee, is proposing the restriction and transfer of a portion of operating funds to a designated capital improvement account. This will be presented in the Action Items portion of tonight's meeting.

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

The Continuing Life Learning (CLL) classes for the present semester ended on Monday, November 21st. The spring selection of classes has been completed. The newly created spring brochure is in the process of being printed. A January mailing is planned.

Food for Fines was a successful activity. Donated food was delivered to the Kinnelon Food Pantry.

A Saturday afternoon Downtown Abbey movie and tea was well attended. The participants enjoyed tea and scones while watching the movie.

Caitlin C. Williams has been hired as the Youth Services Librarian and will begin serving in this position on January 3, 2023.

Action Items: Resolution 2022-5 M.A.I.N. Annual Membership Agreement

The motion was made by P. Giordano; seconded by Cara Van Zile to approve Resolution 2022-5 as presented below. Unanimous approval.

RESOLUTION 2022-5 M.A.I.N. ANNUAL MEMBERSHIP AGREEMENT

WHEREAS M.A.I.N. (Morris Automated Information Network) was created by a group of libraries for the purposes of supplementing and enhancing a computerized integrated library system ("ILS") for member libraries; and

WHEREAS the members of M.A.I.N. are libraries who are willing to share with other members of M.A.I.N. (hereinafter called the "Members") all or parts of their individual collections for reciprocal borrowing; and

WHEREAS M.A.I.N. is a cost-effective method of increasing availability of materials to the patrons of the Members; and

WHEREAS pursuant to the Bylaws of M.A.I.N., each Member is asked to annually confirm their agreement to be a member of M.A.I.N. and to abide by the Bylaws, policies, and procedures of M.A.I.N.:

NOW THEREFORE BE IT RESOLVED that the Library Board of Trustees of the Kinnelon Public Library, (hereinafter "Library")

1. Confirms that the library meets the qualifications of membership set forth in the Bylaws of M.A.I.N.; and
2. Agrees that the Library shall renew its membership in M.A.I.N. effective January 1, 2023; and
3. Agrees to release and hold harmless M.A.I.N. and its employees and contractors from any liability results from acts of the Member, other Members, and any third parties; and

4. Agrees that the Library shall abide by the Bylaws, policies and procedures of M.A.I.N.

The Secretary of the Library's governing body and the Library Director has signed below confirming the above resolutions were approved at a properly held meeting of the Library Board of Trustees (or appropriate governing body held on:

December 21, 2022

Kimberly Fraone, Library Director

William Saks, Secretary, Library Board of Trustees

Resolution 2022-6 Transfer of Designated Funds

The motion was made by V. Russo; seconded by C. Van Zile to approve Resolution 2022-6 as presented below. Unanimous approval.

RESOLUTION 2022-6

RESTRICTION OF FUNDS FOR CAPITAL IMPROVEMENTS

WHEREAS the Library is responsible for maintaining a Capital Improvement Fund;

NOW THEREFORE BE IT RESOLVED that the Kinnelon Public Library Board of Trustees approves the restriction of operating funds in the amount of \$150,000 and authorizes the transfer of such funds from its Lakeland Bank checking account to a designated Capital Improvement Account.

DATED: December 21, 2022

Anne H. Vosatka, President

I certify that the above is a true copy of a resolution passed by the Kinnelon Public Library Board of Trustees at its meeting held on December 21, 2022.

Kimberly Fraone, Library Director

2023 Board Meeting Dates: Board meeting dates for 2023 were reviewed and discussed.
Motion to approve the Board meeting dates as listed for 2023 by J. Horton; second by P. Giordano;
with unanimous approval.

2023 Library Closings: Library Closing dates for 2023 for were reviewed and discussed.
Motion to approve the library closures as stated in the union contract for 2023 by V. Russo; second by J.
Horton; with unanimous approval.

New Business: None

Old Business: Fine Free Discussion

After a thoughtful discussion, it was decided to reinstate fines since they are an effective incentive to ensure patrons return materials in a timely fashion in order to maintain consistent access to circulating materials.

Public Comments: None

The motion to adjourn was made at 8:15 p.m. by P. Giordano; second by C. Van Zile; with unanimous approval

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Respectfully Submitted,

William P. Saks