

Minutes of the Kinnelon Public Library Board of Trustees, May 18, 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 May Bills: Motion by P. Giordano; second by J. Horton; with unanimous approval.

Informational Discussions Including Sub Committee Updates.

Friends Report: A creative session took place to consider suggestions for additional fundraising activities and events.

A discussion was held regarding recommendations for the selection of additional individuals for deliberation as board members.

Group 28 pavers have been engraved and installed in the library walkway. Individuals who ordered pavers have been notified and the mailing included a map indicating where these pavers are located in the walkway.

The Friends fundraising membership letters have been printed and mailed to all residents and to those out of town students who participated in CLL classes prior to the pandemic.

Borough Liaison: Consideration has been given regarding initiating programs, presentations and activities during Gay Pride Month that express inclusion and acceptance of diversity in our community.

Kinnelon Library Legacy Foundation: The committee reviewed and discussed grant application requirements, guidelines and procedures for a prospective donor that is committed to serving the needs of its local community. This donor actively seeks and focuses on innovative programs that provide measurable impact that strengthen the community by addressing its needs.

Personnel SubC: Staffing proposals for new library positions will be presented in New Business by the director for review and discussion.

Finance SubC: The first quarter disbursement from the borough has been received. Expenses are favorable versus budget.

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

A revitalization of the adult section of the library was created and includes an expanded/reading area with additional seating.

A luncheon was held for the CLL class coordinators and the registrar as a thank you for their volunteering efforts and to evaluate the spring semester that ended on April 29th. Initial planning for the fall semester has begun.

A well-attended artists reception displaying past and current CLL paintings was held on April 26th.

Both in person and virtual programs were reviewed and consistently have been well attended.

Planning for summer reading has been initiated to form and implement the events and activities.

A discussion took place about the possibility of the Kinnelon Gardening Club being included with library programming.

Action Items: Due to the Kinnelon's 100th Anniversary celebration taking place on Saturday May 21st and the amount of activity in the parking lot, the director proposed the possibility of closing the library for the day. Borough hall and the recycling center will be closed. After a thoughtful discussion, the decision was made to close the library for the day.

During the pandemic, a decision was made to establish holding meetings in July and August, in order to ensure flexibility in responding to the dynamic situation. Given the current situation with COVID-19, a discussion was held with reference to whether or not meetings should be held in July and August this year. The decision was to revisit this discussion at the June meeting and at that time to determine whether or not there is a reason to convene and if not, cancel the July and/or August meetings with a few days' notice.

New Business: The director shared information regarding her vision for the library related to developing a strategic plan. The importance of engaging patrons for educational and informational opportunities, as well as, participation in programs and activities going forward, was reviewed. The Director determined a Youth Services Librarian and a Marketing and Engagement Coordinator are needed given the current needs and strategic plan of the library.

The director explained the Youth Services Librarian will develop and implement a youth programming schedule, create and maintain an engaging environment for children and teen collection areas and also cultivate positive collaborations with Kinnelon families and schools.

The director also shared information with respect to community outreach and how best to support our community by planning and programming activities that meet its' needs.

The director stated that a Marketing and Engagement Coordinator will provide outreach to the public through traditional and non-traditional marketing methods and social media. This individual will work closely

with the Adult Program Coordinator and the Youth Services Librarian in order to develop a creative approach to marketing our programs and services for community engagement.

At the June meeting the director will present an outline that presents how these positions are incorporated into the strategic plan.

Old Business: The director reviewed the Outdoor Space Use Policy incorporating last month's suggested amendment to the policy.

A motion was made by P. Giordano and seconded by S. Ott to approve the Outdoor Space Policy with an amendment to Ordinance 7-12 which includes, but is not limited to, the prohibition of dogs, alcohol, and marijuana on public property. Unanimous approval

The Meeting Room Policy was shared by the director adding last month's suggested amendment to the policy.

A motion was made by J. Horton and seconded by P. Giordano to approve the Meeting Room Policy with an amendment on the Meeting Room Regulations number 9 to include, the library reserves the right to charge a cleaning fee to the sponsoring organization if the carpets are stained/soiled by food and/or liquids. Unanimous approval

The Application For Meeting Room Use was examined by the director adding last month's suggested amendment to the policy.

A motion was made by J. Horton and seconded by P. Giordano to approve the Application For Meeting Room Use with an amendment to include the statement, will food and/or liquids be present at the meeting? Unanimous approval

Public Comments: None

The motion to adjourn was made at 8:35 p.m. by J. Horton; second by P. Giordano .

Respectfully Submitted,

William P. Saks