

Minutes of the Kinnelon Public Library Board of Trustees, June 15, 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 7:32 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, A. Vosatka, S. Ott, P. Giordano, D. DiGiuseppe

Absent: Mayor J. Freda, J. Horton

Approval of the Minutes: Motion by P. Giordano; second by S. Ott; 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 June Bills: Motion by P. Giordano; second by D. DiGiuseppe; with unanimous approval.

Informational Discussions Including Sub Committee Updates.

Friends Report: The shredding fundraiser event successfully took place on May 21st. It was held in the high school parking lot rather than behind borough hall due to preparations for a Kinnelon 100th anniversary event set up on the grounds of borough hall.

Memberships letters mailed to Friends supporters during the first week of May are resulting in a positive donation response to date.

A discussion was held to consider the resumption of bus/group fundraising outings.

The book and media sale committee met on June 8th and examined plans and the schematic for the Kiel Avenue Firehouse setup for the annual August sale. In addition, public relations, press releases, volunteer assignments and the process for the collection of donations of books and media beginning on July 15th was reviewed.

Borough Liaison: A Pride Day event is planned for Saturday, June 18th in front of borough hall. There will be a variety of activities including speakers, games, crafts, and food trucks. The objective is to celebrate inclusion and diversity in our community.

A recent meeting was held between the borough and consulting engineers in order to develop a bid specifications package for the HVAC systems for borough hall and the library. Available grant dollars are being investigated for possible financing of this project.

Kinnelon Library Legacy Foundation: The director and the president have plans to research and contact auction houses for the possible sale of the Kennedy White House donated items. The Foundation's next regularly scheduled meeting is in October. The members have agreed to cancel the August meeting.

Personnel SubC: A meeting was held with the director regarding the Strategic Plan Outline. This will be reviewed in the New Business portion of the agenda.

Finance SubC: The May year to date budget was reviewed and is tracking as expected.

Director Report and Staff Reports: Highlights of the report included the following: The director has been in communication with Library Interiors regarding the anticipated delivery of new tables and chairs ordered for the meeting rooms. The current tables and chairs are being considered for sale by the director and DPW Foreman at a possible July furniture auction which the borough has been a participant of in the past.

A part time youth services librarian has been advertised with an application deadline of July 15, 2022.

Programs and activities held recently were shared. The summer reading program for children, teens and adults begins on June 25 and runs through July 30th.

Planning for the fall program schedule will take place in August.

Action Items: Approval of July and August 2022 bills. Motion by P. Giordano; second by DiGiuseppe with unanimous approval.

New Business: D. DiGiuseppe has accepted a position as Superintendent of the Verona school system and will be resigning as a trustee member as of June 30th 2022. The president, on behalf of the KPL Board, expressed appreciation for D. Di Giuseppe's service and wished her continued success.

In addition, it was announced Stella Ott is resigning her trustee position effective immediately due to personal reasons. She was thanked by the president, on behalf of the KPL Board, for her service and is wished the best in future endeavors.

Presentation of Library Strategic Plan Outline: The director explained the outline revolves around four pillars
Know us – How to get the public to know who we are and what we do at the library.
Use us- How to get the public to come to the library and partake in services and programs.
Involve us- How the library can support and assist community groups and schools
Support us- How the community can support the library.

These four pillars speak to the mission, vision, values, objectives and ultimate goals of a strategic plan. The director plans to meet with trustee members and conduct focus group discussions during July and August to brainstorm ideas to review the outline and provide input into the development of a strategic plan.

The focus groups will include staff and the public. These groups will provide opportunities for additional input for the development of the plan. In the fall, the collected data and findings will be utilized to finalize the strategic plan with measurable goals, objectives and timelines.

Presentation of Library Space Audit Report: The director presented David Vinjarama's space audit and recommendations for review and consideration. Its goal is to create increased and more effective usage of library space. The document was explained in detail and includes refresh and renew plans. Highlights of each plan were shared. It includes options of a proposed modest "refresh" change plan, and a more extensive

“renew” change plan. These plans will be part of the July and August dialogs with trustees and focus groups, and will inform the recommendation the Director will make to the Board in September.

Old Business: July and August scheduled trustee meetings. Depending on the state of the pandemic it may not be necessary to hold July and August meetings. If July and/or August meetings are cancelled, there will be timely notification.

Public Comments: None

The motion to adjourn was made at 8:41 p.m. by D. DiGiuseppe; second by P. Giordano .

Respectfully Submitted,

William P. Saks