

Minutes of the Kinnelon Public Library Board of Trustees, September 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 Vice President Pat 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, P. Giordano, J. Horton

Absent: Mayor J. Freda, A. Vosatka

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

Informational Discussions Including Sub Committee Updates.

Friends Report: The Book and Media sale event took place in August. It was held at the Kiel Avenue Firehouse. Many thanks to KVFC, DPW, all the volunteers and patrons for supporting the book and media sale. In addition, thank you to the director and the library for providing a luncheon for the volunteers, as well as, providing lunch for the DPW workers. The Book and Media sale helps to provide programs and activities for the library, and in addition gives patrons the opportunity to obtain books and media at reasonable prices. This annual event continues to be a successful fundraising activity.

The shredding fundraiser is scheduled for Saturday, October 29th from 9:00 a.m. – 12:00 Noon. It will be held behind Borough Hall.

Planning for the 2023 Service Directory has begun. It will be available virtually as was true in 2022.

Borough Liaison: The K-Fest town-wide fall festival will occur on October 1st from 12:00 Noon – 8:00 p.m. Since set up begins in the morning and it is held on Kinnelon Road and at Borough Hall, a discussion was held regarding whether the library should be closed the day of this event.

A motion was made by J. Horton and seconded by P. Giordano to approve closing the library on October 1st due to K-Fest. Unanimous approval.

Kinnelon Library Legacy Foundation: After researching auction houses and businesses for the possible sale of the donated Kennedy White House artifacts, the KPL director and KLLF president, with input from the Foundation committee members, are considering Auctions at Showplace located in New York City and Stinson Company located in Portland, Maine, for the sale of these items. In addition, photos and documentation of the Kennedy White House artifacts have been supplied to these organizations for them to determine if and when they will be accepted for auction and or sale.

The Foundation's next regularly scheduled meeting is in October.

Personnel SubC: The committee met with the director to review the status of the postings for the Marketing and Engagement Coordinator and the Youth Services positions. The outcome of this meeting will be reviewed during the Director and Staff Reports section of the agenda.

Finance SubC: The August year to date profit and loss statement reflects revenues offset by expenditures tracking favorably. It is projected the fiscal year will end in a favorable position.

A clean opinion has been received for the draft audit report on financial statements. All financial statements are aligned with Quickbooks balances.

Director Report and Staff Reports: Highlights of July and August activities and programs was shared by the director. The library participated in Kinnelon's Pride Event held in June.

New chairs and tables, funded by Friends and the Foundation, are in the meeting rooms. The timeworn tables and chairs will be auctioned/sold through govtd deals.com In addition, new directional signs have been placed on the second floor hallway walls.

The CLL fall semester registration took place in August. Classes began on September 12th and will run for 10 weeks.

A candidate has been offered and accepted the part time Marketing and Engagement Coordinator position with a starting date of October 5th.

After thoughtful and meaningful consideration given to future library space and service changes, the decision was reached to repost the Youth Services Librarian part time position to full time. The closing date for applications is October 18 2022.

CPR and AED certification training for the staff took place the end of August. Supplies to make the AED machine fully functional have been ordered.

Action Items: None

New Business: None

Old Business: None

Public Comments: None

The motion to adjourn was made at 8:03 p.m. by J. Horton; second by V. Russo .

Respectfully Submitted,

William P. Saks