

Minutes of the Kinnelon Public Library Board of Trustees, February 15, 2023 Meeting

Kinnelon Public Library
132 Kinnelon Rd
Kinnelon, NJ 07405

Recording: William Saks

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, D. Mango

Approval of the Regular and Reorganization Meetings Minutes: Motion by P. Giordano; second by C. Van Zile; 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 February Bills: Motion by J. Horton, second by P. Giordano; with unanimous approval.

Informational Discussions Including Sub Committee Updates.

Friends Report: Service Directory pertinent information regarding Morris County and Kinnelon borough officials, clubs, resources and services has been collected and updated. The 2023 Service Directory, as was true in 2022, will be available virtually on the library and borough web sites. Data has been updated and advertisements have been submitted by a variety of businesses and vendors. All this information is in the course of being processed for inclusion in the directory.

A book and media sale committee meeting was held on February 9th in order to begin the process for planning the annual August sale. Key dates for this year's sale were determined with input from committee members. The first day that book and media donations will be accepted is Friday, July 14th and the last day is Monday, August 7th. Book and media sale dates are Friday, August 18th through Monday, August 21st. A bonus sale day is in consideration for being added on Thursday, August 17th. Thank you to the book sale committee members who serve with me for their continuing efforts in preparing and implementing the annual book sale.

To date 3 paver applications have been submitted for Group 29 of the Forever in Stone Paver Program.

Borough Liaison: K-Fest is scheduled for September 30th and a carnival is scheduled for July 17th – 23rd.

Kinnelon Library Legacy Foundation: The Federal Tax 990 form has been completed and filed with the Department of the Treasury Internal Revenue Service as required. In addition, the Annual Report has been filed with the New Jersey Department of Treasury, Division of Revenue.

The committee members held an in-depth and meaningful discussion regarding the development of investment and spending policies.

Personnel SubC: The committee met to prepare for the annual director's review. The review provides feedback and affords input into the director's goals for the 2023 year. The review and a discussion related to a non-unionized position will be discussed in closed session.

Finance SubC: The January budget was reviewed. There is a negative return to reserve which is to be expected due to the borough's appropriation not yet being submitted. It is anticipated that the 2022 budget will be finalized and ready for the auditors' examination.

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

CLL spring semester begins February 27th and ends May 5th. There are approximately 200 students registered for classes.

A blood drive was held on January 27th. It was sponsored by Vitalant and surpassed the number of blood units collected at last year's blood drive.

The Marketing and Engagement Coordinator developed and launched a library survey on February 1st for the community as one of the first steps in completing the strategic plan. The ending date for submission of responses is March 15th.

AARP free tax appointments have been scheduled from February 2- April 13th.

Programs, including Story Time, Dancing, Singing and Stories, Music and Movement and Paint Night have been well attended.

A meeting concerning the preliminary planning, and design of an outdoor library space was held between the director, the design firm, the borough engineer, the superintendent of DPW and the borough chief financial officer. The plan will be shared with the Highlands officer to ensure compliance.

Action Items: None

New Business: KPL Capital Plan 2023-2025. The director thoroughly reviewed and led a discussion with reference to the Capital Plan Proposal for 2023- 2025. The plan included the budget, estimated costs and earmarked finances for the proposed projects.

The Capital Plan 2023-2025 is filed as presented.

Old Business: None

Public Comments: None

Closed Session for Personnel Discussion: A motion to move to closed session was made at 8:02 p.m. by P. Giordano; second by J. Horton.

The motion to move back to open session was made at 8:57 p.m. by P. Giordano; second by C. Van Zile.

A motion to approve a 4.5% raise for the director and a 4% raise for the finance and administration manager was made by P. Giordano; second by J. Horton. Unanimous approval.

The motion to adjourn was made at 8:59 p.m. by P. Giordano; second by J. Horton; with unanimous approval.

Respectfully Submitted,

William P. Saks