

Minutes of the Kinnelon Public Library Board of Trustees, March 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 7:31p.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 Minutes: Motion by P. Giordano; second by J. Horton; 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 March Bills: Motion by J. Horton, second by C. Van Zile; with unanimous approval.

Informational Discussions Including Sub Committee Updates.

Friends Report: Service Directory data is being processed for inclusion in the directory.

A book and media sale committee meeting was held on March 8th. Planning continues for the annual August sale.

The spring shredding fundraiser is scheduled for Saturday, May 6th behind borough hall from 9:00 a.m. – 12:00 noon. Due to rising expenses for holding this event, there will be a price increase from \$8.00 per banker sized box to \$10.00 per box to be shredded.

Beginning later this year, the post office will no longer accept hard copy statements for BMEU (Business Mail Entry Units). These mailings include nonprofits and will require electronic postage statements. The Friends CRID (Customer Registration ID), which is also used for CLL brochure mailings, has already been activated by the post office.

The individual to whom hard copy postage statements are submitted has been contacted and plans have been made for training on utilizing the new process in order for Friends and the library to be able to access and utilize the electronic account. This will ensure a smooth transition to this new requirement.

Borough Liaison: The library HVAC system is in the process of being installed.

Kinnelon Library Legacy Foundation: Additional auction houses are in the process of being contacted for the possible sale of the Kennedy White House artifacts.

Personnel SubC: The committee met with the director to review her annual evaluation and address any questions or concerns.

At today's trustee meeting the committee chairperson led a review and discussion regarding the director's goals for the 2023 year.

Finance SubC: The February year to date budget was reviewed. There is a deficit to date due to timing of front loaded expenses. This is to be expected due to the borough's appropriation not yet being submitted. It will correct once the borough's quarterly appropriation is provided.

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

The HVAC replacement began on March 6th and should continue for 2-3 weeks.

The glass company technician is in the process of replacing the shattered lobby window.

The plumber is scheduled for the week of March 6th to repair the out of order toilets in the second floor lavatories.

New AED machine battery packs have been installed in the unit.

The NJ State Aid Report form has been completed and filed with the NJ State Library as required yearly.

CLL classes began February 27th with the exception of Tai Chi and Thursday Healthy Bones which have delayed starting dates of two weeks.

Two joint programs were held, one with M.A.I.N. and the other with the Better Together Libraries including Butler, Pequannock and Riverdale.

The Girls Who Code program is scheduled to meet once a month in the library.

Children's programs including Story Time, Music and Movement, Valentine's and Mardi Gras happenings have been successful and well attended.

There has been a good response to date for the Marketing and Engagement survey made available for patrons to complete. Plans are to utilize the knowledge gathered to inform the library on how best to meet the aspirations and needs of the community.

Action Items: None

New Business: None

Old Business: None

Public Comments: None

The motion to adjourn was made at 7:52 p.m. by P. Giordano; second by J. Horton; with unanimous approval.

Respectfully Submitted,

William P. Saks