

## Minutes of the Kinnelon Public Library Board of Trustees, February 16, 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 A. Vosatka at 7:39 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, P. Giordano, S. Ott, A. Vosatka

**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 February Bills:** Motion by P. Giordano; second by J. Horton. Unanimous approval.

### **Informational Discussions Including Sub Committee Updates.**

**CLL and Friends Report:** The director, program specialist and CLL registrar held an orientation for course coordinators on February 3<sup>rd</sup> to review the process and procedures for the implementation and presentation of the spring 2022 semester. CLL activities in future trustee meetings will be conveyed as part of the director's program report since it has become the responsibility of the library.

A discussion was held considering how the friends board members can best recognize and honor the recently retired president for his 29 years of volunteering and service.

The first book and media sale committee meeting for 2022 occurred on February 9<sup>th</sup> in order to begin the process for planning the annual August sale.

Service directory pertinent information regarding Morris County and Kinnelon borough officials, clubs, resources, schools and services has been collected and updated. This information is being utilized to create an online version of the directory that will be available on the library and borough web sites.

**Borough Liaison:** An update on the borough's planned 100 anniversary festivities was reported.

**Kinnelon Library Legacy Foundation:** Key points were reviewed and discussed for part 1 of a Sobel Bixel Webinar attended by the president. Sobel Bixel is an independent managing firm whose purpose is to provide

guidance for the development, planning and management of major gift campaigns. A part 2 webinar is planned for February 17<sup>th</sup>.

The committee is planning to review the history and mission of the foundation in consideration of including a statement on the library web site to encourage significant donations for the benefit and support of the library's services to its patrons and greater community in furtherance of its goals and objectives.

Online sales of the personal collection of books housed in the Kennedy Whitehouse are going well.

The year to date foundation investment balances are in good standing.

**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 2022 year. The review and a discussion related to a non-unionized position will be discussed in closed session.

**Finance SubC:** The January budget has had minimal activity. 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 final 2021 report will reflect a surplus when the final appropriation is submitted by the borough.

The 2022 budget will be presented when Action Items are addressed.

The option of converting the use of TechSoup financial software to QuickBooks was reviewed and discussed.

**Capital Improvement SubC:** Given that recommended and approved capital improvement projects have been completed or are in the process of being addressed, a decision was reached to disband the committee.

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

AARP free tax appointments are being held in the library meeting rooms during tax season.

Libby, the new electronic resource, has successfully transferred the eBook content from CloudLibrary.

A Better Together, Van Gogh presentation was well attended and coincided with a Starry Night paint activity the program specialist instructed.

A Zoom movement and music class is being held in conjunction with other M.A.I.N. libraries.

**Action Items:** The director presented the 2022 budget. It reflects a solid financial position.

A motion to approve the 2022 budget as outlined was made by P. Giordano and seconded by S. Ott with unanimous approval.

The fiscal responsibility reflected in the budget is appreciated and was noted.

**New Business:** A Collection Development Policy whose purpose is to inform the public and guide the staff in how the library collection is curated and managed was discussed in depth at last month's meeting. Suggestions for revising the gift section were addressed and reviewed for consideration of approval.

A motion to approve the Collection Development Policy with the revised gift section was made by P. Giordano and seconded by J. Horton with unanimous approval.

The Governor has decided masks will no longer be required in schools. The occurrences of COVID-19 and the Omicron variant have decreased dramatically in New Jersey. It was decided by the director in consultation with the personnel committee to move from requiring masks to recommending masks be worn by staff and patrons when in the library.

**Old Business:** None

**Public Comments:** None

The motion to move to closed session was made at 8:37 p.m. by P. Giordano; second by J. Horton

The motion to move back to open session was made at 9:37 p.m. by J. Horton; second by P. Giordano

A motion to approve a 3.5 % raise for the director and a 2.5% raise for the finance and administration manager for 2022 was made by W. Saks; second by S. Ott. Unanimous approval.

The motion to adjourn was made at 9:39 p.m. by P. Giordano; second by J. Horton .

Respectfully Submitted,

William P. Saks