

## Minutes of the Kinnelon Public Library Board of Trustees, April 19, 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 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 April Bills:** Motion by P. Giordano, second by C. Van Zile; with unanimous approval.

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

**Friends Report:** A committee meeting was held on April 16<sup>th</sup> to review and finalize the Service Directory in order to prepare it for inclusion on the library and borough web sites.

A book and media sale committee meeting was held on April 6<sup>th</sup>. Planning is going well for the August sale. Books and media may be donated July 19 through August 6<sup>th</sup> at the Kiel Avenue firehouse. Sale dates are scheduled August 17<sup>th</sup> through August 21<sup>st</sup>.

As a reminder, the spring shredding fundraiser is scheduled for Saturday, May 6<sup>th</sup> 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.

Membership letters are in the process of being printed. The team of collators has been contacted and will be given directions for the collating process, as well as, a sample completed packet. The mailing is planned for the first week in May. It is delivered to all Kinnelon households and to those out of town students who enrolled in the spring 2023 semester CLL classes.

A Photos with Santa fundraiser is planned for November 4<sup>th</sup>, 2023 and the possibility of holding bingo fundraisers is being investigated and considered.

**Borough Liaison:** The HVAC system in the library has been completed. A pride day event is in the planning stages with a proposed date of June 3, 2023.

**Kinnelon Library Legacy Foundation:** The president has been in contact with Sotheby's Auction house regarding the possible sale or auction of the Kennedy White House artifacts.

The treasurer led a review and discussion of the Foundation's development of investment and spending policies.

**Personnel SubC:** A discussion was held on the development of a personnel policy manual. Plans are to review staff job descriptions to insure they coincide with respective job titles. A potential procedure for implementing staff performance reviews and evaluations was also reviewed and discussed.

**Finance SubC:** The March year to date budget was reviewed. Finances are in good standing.

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

CLL instructors met with the program specialist to review the status of the current semester, provide suggestions for the upcoming semester and discuss creating a student survey to assist in planning future CLL offerings.

The library has partnered with the Kinnelon High School Honor Society students to hold weekly technology help for patrons.

The newly designed web site is scheduled to be up and running by the end of June.

**Action Items:** None

**New Business:** None

**Old Business:** None

**Public Comments:** None

The motion to adjourn was made at 8:01 p.m. by J. Horton; second by V. Russo; with unanimous approval.

Respectfully Submitted,

William P. Saks