

Minutes of the Kinnelon Public Library Board of Trustees, June 21, 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 7:31 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, C. Van Zile, A. Vosatka, J. Horton

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

Informational Discussions Including Sub Committee Updates.

Friends Report: A book and media sale committee meeting was held on June 9th. Planning has gone well for the annual August sale. A flyer will be included in the July Butler electric bills publicizing the sale. In addition, a book and media sale advertisement will be included in Kinnelon's Local Love Letter in July and August.

The first day book and media sale donations will be accepted is Friday, July 14th and the last day is Monday, August 7th. Sale dates are scheduled for Thursday, August 17th through Monday, August 21st.

A bingo event was recently attended in Pompton Lakes to continue gathering information for consideration of Friends holding bingo fundraisers.

Borough Liaison: The borough has contracted with Millenium Strategies, a grant writing company. Their portal enables borough hall and the library, the opportunity to become aware of current available grants to pursue.

Kinnelon Library Legacy Foundation: Investment and Spending Policies were reviewed and adopted.

The Youth Services librarian applied for and was awarded a grant to bring STREAM initiatives to the library. Stream stands for (Science, Technology, Reading, Engineering, Art, and Mathematics). The grant covers the physical materials and not the additional furniture needed to successfully implement this program. Therefore, a proposal was submitted and approved by the Foundation committee members for purchasing tables, chairs and book displays for STREAM.

Personnel SubC: Due to library staff member Tina Hitching's upcoming retirement on July 1, 2023 and the decision not to immediately fill her position, personnel scheduling modifications were reviewed and discussed.

Gratitude was expressed for Tina Hitching's 19 years of service to the library.

Finance SubC: The May 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:

PuroClean Company is in the process of addressing the water damage to the library.

Plans are to review and update library policies as necessary to ensure they are appropriate and suitable.

Several May programs were cancelled due to the library water emergency. However, those programs held including children's programs were well attended.

Stonybrook School fourth and fifth grade students visited the Children's Department and were engaged in a variety of activities.

The marketing and engagement coordinator consistently updates social media web sites. In addition a book mark was created listing library services, resources and offerings.

Six month progress benchmarks for the director's 2023 goals were discussed and reviewed.

Action Items: Approval of July & August Bills

Motion by P. Giordano; second by C. Van Zile; with unanimous approval.

Resolution 2023-4 ACKNOWLEDGING TRUSTEE JOYCE HORTON'S EXEMPLARY SERVICE TO THE KINNELON PUBLIC LIBRARY

The motion was made by W. Saks; seconded by; P. Giordano to approve Resolution 2023-4 as presented below. Unanimous approval.

RESOLUTION 2023-4

ACKNOWLEDGING TRUSTEE JOYCE HORTON'S EXEMPLARY SERVICE TO THE KINNELON PUBLIC LIBRARY

WHEREAS Joyce Horton has served the Board of Trustees and the Kinnelon Public Library faithfully and honorably for eight years; and

WHEREAS Joyce Horton's attention to fiscal responsibility has been evident in her service on the Finance Subcommittee as well as in the position of Treasurer; and

WHEREAS Joyce Horton's accounting insight will be sorely missed by the Kinnelon Library Board of Trustees; and

WHEREAS Joyce Horton has staunchly supported the Kinnelon Public Library's push to be the destination of choice for all Kinnelon residents; and

NOW THEREFORE BE IT RESOLVED that the Kinnelon Public Library Board of Trustees formally and enthusiastically acknowledge the accomplishments of Joyce Horton in her tenure as Trustee and wish her the very best of luck in all her future endeavors.

DATED: June 21, 2023

Anne H. Vosatka, President

I certify that the above is a true copy of a resolution passed by the Kinnelon Public Library Board of Trustees at its meeting held on June 21, 2023.

Kimberly Fraone, Library Director

New Business: Patron Survey Responses – More than half of the responses were from high school students. The patrons’ input was discussed and reviewed. Plans are to share this information with the staff, particularly with the Children’s and Programming Departments to gain insight into patrons’ survey suggestions and reactions.

New AV Systems for Meeting Rooms – In line with the Capital Improvement Plan for 2023-2025, is the updating of the audio visual system for meeting rooms one through three, as well as, the installation of a system in room four.

Custom Audio/Visual Services (CASAV) Systems Company has provided a quote in the low \$70,000 for the purchase and installation of a new AV system for all four meetings rooms. This quote includes a three year warranty.

There are sufficient funds in the Capital Improvement Account for the purchase and installation of this project. The company works with the New Jersey State contract and therefore going out for bids is not necessary. After a meaningful and thorough discussion, the decision was to endorse proceeding with the purchase and installation of this system.

Old Business: None

Public Comments: None

The motion to adjourn was made at 8:20 p.m. by P. Giordano; second by J. Horton; with unanimous approval.

Respectfully Submitted,

William P. Saks