

Minutes of the Kinnelon Public Library Board of Trustees, October 18, 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 7:32 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, M. Brinster, A. Vosatka

Absent: Mayor J. Freda, D. Mango

Approval of the 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 October Bills: Motion by P. Giordano, second by C. Van Zile; with unanimous approval.

Informational Discussions Including Sub Committee Updates.

Friends Report:

Membership letters will be mailed in November to all Kinnelon households and to those students who participated in the spring 2023 CLL semester.

A photo session with Santa is planned for Saturday, November 4th in the library from 11:00 a.m. to 4:00 p.m.

Steve Sanchez who has retired as a Friends board member will receive a proclamation in recognition of his years of service.

The October 21st shredding fundraiser will take place behind borough hall from 9:00 a.m. – 12:00 noon.

Borough Liaison: The search for a borough administrator has been reopened, since the newly hired individual has decided not to accept the position.

Kinnelon Library Legacy Foundation: The Director shared and reviewed a preliminary outdoor garden and patio schematic design with the Foundation members. It was created by The New Amity Workshop. The design includes the use of non-invasive, low maintenance focused plantings and elemental materials including wood and stone. Consideration for funding all or part of this project will be determined at a future date once cost is determined and trustee and borough approval is given.

Personnel SubC: Due to medical insurance costs, the borough has chosen to contract with Aetna for borough and library full time staff employees instead of Blue Cross Blue Shield. Aetna medical coverage is comparable to the present provider.

Finance SubC: The September actuals are on target to meet the budget. Finances are in good standing. The borough inadvertently has been including one of the library staff member's position and benefits in the borough budget. The borough has reclassified this employee's health benefits to the library retroactive to March 2023.

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

The director shared information regarding an outdoor patio and garden preliminary plan. The details of this plan and cost of implementing it will be shared with the trustees for consideration at a future date.

The library was represented at K-Fest with give-a-ways and flyers. It was an effective means of promoting the library to the Kinnelon residents and surrounding communities.

The dedicated phone lines for the fire alarm system are not working. DPW is working with AC Daughtry to resolve this issue.

Newly implemented programs include a chess club for teens and Zumba, movies and crafts classes for special needs adults.

Action Items: Resolution 2023-5 Change in Bank Signatories

A motion was made by P. Giordano; seconded by C. Van Zile to approve Resolution 2023-5 as presented below. Unanimous approval.

RESOLUTION 2023-5

AUTHORIZING A CHANGE IN SIGNING AUTHORITY ON BANK SIGNATURE CARDS

WHEREAS, the Kinnelon Public Library maintains bank accounts from which Library funds are dispensed; and

WHEREAS, Joyce Horton was an authorized signatory on such accounts based on her roles as a member of the Kinnelon Public Library Board of Trustees; and

WHEREAS, Joyce Horton has resigned from the Board of Trustees at the end of her term and Megan Brinster was appointed to the Board of Trustees;

NOW, THEREFORE, BE IT RESOLVED THAT the Kinnelon Public Library Board of Trustees authorizes that new bank signature cards be signed removing Joyce Horton as an authorized signatory and adding Megan Brinster as an authorized signatory in addition to the current Board members who will continue as authorized signatories: Anne Vosatka, Patricia Giordano, William Saks and Cara Van Zile; and

BE IT RESOLVED THAT that this change shall become effective immediately.

Anne Vosatka, President

DATED: October 18, 2023

I certify that the above is a true copy of Resolution 2023-5 passed by the Kinnelon Public Library Board of Trustees at its regularly scheduled meeting held on October 18, 2023.

Kimberly Fraone, Library Director

New Business: Library Patron Conduct Policy Revision

The library attorney reviewed and made suggested edits and revisions to the Library Patron Conduct Policy. There was a thoughtful and meaningful discussion regarding the revised policy and general plan. Ultimately, the decision was to ask the attorney to amend section III. Appeal Process:

From: Long term loss (suspension or revocation) of Library privileges shall be determined by the Library Director in her/his discretion, and communicated to the offending individual through written notice, to be delivered in person within the Library, and/or sent by **first class mail** to the individual's last known address.

To: Long term loss (suspension or revocation) of Library privileges shall be determined by the Library Director in her/his discretion, and communicated to the offending individual through written notice, to be delivered in person within the Library, and/or sent by **certified mail** to the individual's last known address.

Old Business: None

Public Comments: None

The motion to adjourn was made at 8:36 p.m. by P. Giordano; second by C. Van Zile; with unanimous approval.

Respectfully Submitted,
William P. Saks