

Minutes of the Kinnelon Public Library Board of Trustees, 2018 Meeting
Kinnelon Public Library
130 Kinnelon Rd
Kinnelon, NJ 07405

Recording: Pat Giordano

The meeting of the Board of Trustees was called to order by President A. Vosatka at 7:30 PM. The President deemed the meeting to be in compliance with the New Jersey Sunshine Law.

Roll Call: Attendees: A Vosatka, K Fraone, M Odian, L Farmer, J Horton, P Giordano, and V Russo

Approval of the April 2018 Minutes: Motion by J Horton; second by P Giordano

Public Comments Regarding Agenda Items: none

Statistical Report, Financial Report, Financial Snapshot and Bills for Approval: K Fraone offered Board members to separate the statistical report as follows: Teen, New Teen, Adult, New Adult, Childrens, New Childrens and if she should separate Childrens Media from the total media. Meeting room reporting will stay as is.

Also noted: Teen Circulation is affected by the Kinnelon High School usage of the interlibrary loan system for the school book needs. Also affected is the increase in Interlibrary borrowing total.

Reports to be filed as presented.

Approval of the April Bills: motion by L Farmer; second by J Horton.

Informational Discussions Including Sub Committee Updates.

CLL and Friends: L Farmer reported that once again the Friends bi-annual shredding event was a success. Exact numbers are forthcoming. Upcoming fundraisers include MoMa Trip and Barn Theatre Trip. The CLL luncheon was held earlier today. Attendees included K Fraone who encouraged continued attendance at the library through the summer, Mayor R Collins, and former Mayor G Sisco. Their attendance was appreciated by patrons and volunteers.

Borough Liaison: V Russo reported that he spoke to the answering service that controls the recorded greeting message for the Borough and the Library. The company has an answering service for change requests outside the normal 8:00AM-8:00PM office hours. They recommended leaving a message for them after hours and if there is no call back within 15 minutes, call back to reach an in-person representative.

Lt Napolitano conducted a presentation on Active Shooter Preparedness at the Borough Hall for employees of the Borough and the Library. The Police Department is planning a second presentation for those unable to attend.

Kinnelon Library Legacy Foundation: M Odian reported that the NJ State taxes were filed this month.

Personnel SubC: P Giordano reported that the requirements of the current Union Contract specify that harassment training be provided by the library on a “periodic basis”. K Fraone will check to see if MAIN can help to locate such training. V Russo offered to contact the municipal insurance carrier to see if they might be of assistance. The suggestion was made to evaluate an Unruly Patron Policy.

Finance SubC: J Horton reported that the 2016 Financial Statements have been corrected and received. The Borough Appropriation through April has been received and the budget is tracking well.

Director and Staff Reports: K Fraone highlighted the reports. The Adult Program **HELP! My Clutter is Taking Over** drew 50 attendees; Paint Night required 2 sessions to accommodate the 31 participants. The Childrens Department held their Annual Poetry Contest in April and Summer Reading will begin on June 25

Library Link NJ has resolved the loan issue and has replaced the previous interlibrary loan service company.

The meeting room carpets and the floor in Room 4 are scheduled to be cleaned May 25.

NJ Library Association convention will begin on May 31 in Atlantic City.

V Russo acknowledged that the email notification for programs is helpful and very well done.

Thank you notes have been sent to Family and friends of Ann Sensbach who made donations to the library in her memory.

The Director continues to investigate the definition of “Reference Questions” for reporting purposes.

Action Items:

Roll Call acknowledgement of receipt of Approved Board of Trustee’s By-Laws:

The following members acknowledged that they electronically received the correct approved By-Laws:

V. Russo A Vosatka K Fraone L Farmer M Odian J Horton P
Giordano. Mayor Collins acknowledged receipt via email.

New Business:

Unattended Child Policy- copies of the policy should be posted on the website, on the bulletin boards, in the elevator, and available at the Childrens Desk. It was suggested a copy be given to parents when a library card is given out for a child. The current policy appears to have a gap between the ages of 10 and 18 in supervision and responsibility. The Director will research the policies of other libraries and request the advice of counsel as to the library’s liability and responsibility.

Logo – several different logos can be found currently on library documents and items. The Director asked for clarification on the Board’s preference of logo. It will be left to the discretion of the Director to choose a logo.

Email Accounts of Board Members: It was agreed that the Board should continue the practice of a common password for historical continuity. If any member has difficulties changing their password they shall contact the Director for assistance.

Bonding Requirements: The Treasurer is required to be Bonded, but the Director will contact counsel to determine if all check signers need also be bonded.

A motion was made by L Farmer; second by J Horton to move the June 20, 2018 meeting to June 13 to avoid conflict with year-end and graduation ceremonies at Kinnelon High School. Unanimous approval to move the June meeting. The Director will make the necessary notifications.

Public Comments: none

The motion to adjourn was made at by L Farmer and seconded by J Horton at 8:37.

Respectfully Submitted,

Pat Giordano