

Minutes of the Kinnelon Public Library Board of Trustees, September 26 2018 Meeting  
Kinnelon Public Library  
132 Kinnelon Rd  
Kinnelon, NJ 07405

Recording: Pat Giordano

The meeting of the Board of Trustees was called to order by President A Vosatka at 7:31 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, Mayor R Collins, L Farmer, P Giordano, and V Russo

The President reminded the Board that the meeting dates for November and December are scheduled for the 2<sup>nd</sup> Wednesday of those months in order to avoid interference with holiday dates

**Approval of the June Minutes:** Motion by M Odian; second by L Farmer Minutes for the June 2018 meeting were approved with 1 abstention.

**Public Comments Regarding Agenda Items:** none

**Statistical Report, Financial Report, Financial Snapshot and Bills for Approval:** A Year-to-Date summary of library circulation shows media slightly down and inter-library loan vs borrow numbers to be even. In the past, our library has shown higher lending than borrowing rates.

**Approval of the September Bills:** motion by L Farmer; second by M Odian. Unanimous approval.

**Informational Discussions Including Sub Committee Updates.**

**CLL and Friends:** Friends membership is the highest in 2 years. The Annual Book Sale raised \$18,874; the 50/50 raised \$514.94. CLL is in the third week of program classes. Comments from the Board were that members were impressed with the organization of the Book Sale this year.

**Borough Liaison:** V Russo reported that Kfest will be held this coming weekend on the grounds of the municipal complex. It was confirmed that the library will close at 12:00 PM on Friday, September 27 and remain closed on Saturday September 28 to accommodate the event. The Borough Counsel will introduce a proclamation at their November meeting to commemorate the 25<sup>th</sup> Anniversary of CLL.

**Kinnelon Library Legacy Foundation:** M Odian reported that the foundation is reviewing a proposal submitted by the Director

**Personnel SubC:** P Giordano and A Vosatka reported that the committee met with the Director to begin the process of review of all staff position descriptions, hours, and necessity. All positions will be reviewed to make sure the job descriptions and roles are current, relevant, and compliant with the union contract where applicable.

**Finance SubC:** The August year-to-date revenues and expenses are tracking right on budget and we expect to end the year in a solid financial position. We received the 2nd quarter distribution from the Borough in July and we anticipate the 3rd quarter payment to come in within the next few weeks. Once we receive our 2019 Borough appropriation number we will begin the 2019 budget process.

**Director and Staff Reports:** K Fraone summarized the Director and Staff Reports. The attendance for Summer Reading was as follows: 315 Children, 110 Teens, and 129 Adults. The Teen and Adult program ran two weeks longer than the Childrens Program. Those groups were sent an exit survey.

The Director thanked the Friends for their hard work during the Book Sale and all the fundraising they do for the library.

Library Link NJ, which operates the interlibrary loan program for the MAIN consortium, has declared they will no longer operate after July 1 2019. Currently, 4 deliveries per month are covered at no charge. For the months of January-June of 2019 they will bill \$500 for four days delivery per month. MAIN has established a task force to replace Library Link NJ for member libraries for 2019.

The Director was asked to clarify the “secret book club-no parents allowed” item in the Childrens report. She explained that the club reads books from the popular Magic Tree House series and the discussion is limited to the children, ages 8 and up. Parents generally remain in the library.

The Director was also asked about criteria used in the weeding process. She began weeding books that had not circulated in 10 years, but after discussion with other Directors began looking at items that had not circulated in 5 years.

**Action Items: Approval of the Marquee Policy:** after further discussion, it was decided to include wording to allow the Borough of Kinnelon to have permission to post information in emergent situations as directed by the Mayor.

#### **New Business:**

**Gallery Policy-** the library currently has no policy governing the display of artwork. There is a “Gallery Procedures for First Floor Display Case and Second Floor Exhibit Area at the Kinnelon Public Library”. The Board discussed the need for a policy but deemed a written procedure to be adequate, with the request to the Director to provide an updated procedure at a future meeting.

**Videotaping Policy-** the discussion centered on the question of whether a policy is necessary to cover this activity in the library. It was felt by all present that the Patron Conduct Policy, posted on the Library website, best covers this type of activity by limiting those instances that are disruptive to the function of the library or its patrons. . That policy provides:

Patrons shall engage in activities associated with the use of a Public Library while on Library premises. These include reading, studying, accessing information from electronic sources and attending library

sponsored programs or other meetings. Patrons shall respect the rights of other patrons and shall not disturb, harass or annoy others.

**Public Comments:** none

The motion to adjourn was made at 8:30 by L Farmer and seconded by R Collins.

Respectfully Submitted,