

Minutes of the Kinnelon Public Library Board of Trustees, December 12, 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 Vice President L Farmer at 7:43 PM. The Vice President deemed the meeting to be in compliance with the New Jersey Sunshine Law.

Roll Call: Attendees: K Fraone, L Farmer, J Horton, P Giordano, D. DiGiuseppe, and V Russo

Absent: A Vosatka, M Odian, Mayor Collins

Approval of the Minutes: Motion by J Horton; second by D DiGiuseppe with unanimous approval.

Public Comments Regarding Agenda Items: none

Statistical Report, Financial Report, Financial Snapshot and Bills for Approval: File reports as presented

Approval of the December Bills: motion by J Horton; second by P Giordano with unanimous approval,

Informational Discussions Including Sub Committee Updates.

CLL and Friends: V Russo reported that the President of CLL and Friends is scheduled to make his annual presentation at the February meeting. Both CLL and Friends will be increasing the contribution to the library as follows:

\$60,000 from Friends

\$20,000 from CLL

The Service Directory is in process with an expected print date after Jan 1, 2019. CLL is finalizing the Spring class schedule. The Art Auction raised \$1600 and a new trial cookbook fundraiser with limited printing was initiated.

Borough Liaison: V Russo reported that the Borough presented a proclamation at the CLL luncheon recognizing the 25th Anniversary of the Program. Recent meetings with the Mayor- Elect indicated he is in full support of the library at this time. The Board encouraged the Borough Liaison to encourage the Mayor-Elect to consider a designee if he cannot attend Library Board Meetings himself.

Kinnelon Library Legacy Foundation: no update

Personnel SubC: The annual Director Evaluation will begin in January. Members will receive evaluation forms via email at that time.

Finance SubC: J Horton reported that finances are tracking favorably against budget and expects a significant return to reserves. The proposed budget for 2019 will be presented later in the

meeting. It has become necessary to employ a new auditor. There will be discussion of the topic later in the meeting.

Director Report and Staff Reports: The Childrens Department Director has been absent and thus no report. The Director reported that the HVAC system has experienced multiple failures and after consultation with the DPW it has been determined that it needs significant repair. The Borough Finance Committee has a meeting soon and perhaps will contribute to the repairs; however the use of some of the library Capital Funds will likely be necessary.

Recent problems with the phone system seem to be due to a problem with the physical line from the Borough Hall.

Action Items: A motion was made by J Horton to approve the 2019 meetings to be scheduled on the third Wednesday of each month. The motion was seconded by P Giordano. Unanimous approval.

A motion was made by D DiGiuseppe to approve 2019 Library Closing as presented and as per employee contract. The motion was seconded by J Horton with unanimous approval.

A motion was made by P Giordano to approve the 2019 Budget as presented. Second by J Horton with unanimous approval.

A motion was made by D DiGiuseppe to approve Resolution 2018-3 approving retroactive increases for non-union employees. Second by J Horton with unanimous approval.

A motion was made by D DiGiuseppe to approve Resolution 2018-4 authorizing the creation of a new Library Program and Publicity Coordinator. Second by J Horton with unanimous approval.

New Business

Library Auditor: Three firms submitted bids. The most competitive bid was submitted by the same firm that audits the municipality and Kinnelon Public Schools. Members who were familiar with the firm expressed satisfaction with their service. The firm has significant public institution experience. The treasurer will make her recommendation for her choice at the Reorganization meeting in January.

Early Library Closing December 31: The motion was made by J Horton with second by L farmer to authorize the Director to close at 4:00PM on December 31.

L Farmer expressed her intention to resign from the Board effective immediately and thanked the members for their contribution to the Board.

Public Comments

The motion to adjourn was made at 8:50 by J Horton and seconded by P Giordano.

Respectfully Submitted,