

Minutes of the Kinnelon Public Library Board of Trustees, April 17, 2019 Meeting
Kinnelon Public Library
132 Kinnelon Rd
Kinnelon, NJ 07405

Recording: William P. Saks

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

Roll Call: Attendees: M. Odian, K. Fraone, J. Freda, P. Giordano, J. Horton, V. Russo, R. Leavesley, W. Saks

Absent: D. Giuseppe

Approval of the Regular Meeting Minutes: Motion W. Saks; second by; P. Giordano

Unanimous approval

Public Comments Regarding Agenda Items: none

Statistical Report, Financial Report, Financial Snapshot and Bills for Approval: No comments

Approval of the March Bills: motion by; P. Giordano; second by; J. Horton

Unanimous approval

Informational Discussions Including Sub Committee Updates.

CLL and Friends: Annual Report from the Friends of the Kinnelon Public Library and the Center for Lifelong Learning. R. Leavesley, President of the Board of Governors for both organizations, prepared a detailed written report.

The main points are as follows:

CLL: Registrations continue to be strong – 752 in 2018 – Registration fees at \$28,710 represent 89% of all CLL income. Kinnelon registrations at 395 (54%) compared to Non-Kinnelon at 337 (46%) – Usual pattern, managed entirely by volunteers. CLL library funding covered library programs by design.

Friends of the Kinnelon Public Library – Record high in total assets at year's end of \$141,496 and a net return after all expenses/funding of \$23,894. Membership is the top fundraiser followed by the annual Book Sale, managed entirely by volunteers.

The combined fundraising commitment for CLL and Friends of \$57,000 was realized. The combined fundraising commitment for 2019 will be increased to \$80,000, \$60,000 from Friends and \$20,000 from CLL.

It was also shared that the membership letter for Friends will be mailed early in May. In addition, the bylaws for Friends and CLL is in the process of being reviewed and updated. The Shredding event is scheduled for May 11, 2019 and The Barn Theater Fundraiser (1776), is taking place on May 24, 2019.

Borough Liaison: The Defibrillator pads and batteries located at the Borough fields need to be replaced. Director will check on status of the machines in the library. A request was made by the Library Director to the Borough Finance Committee for funding for automatic door openers for the library's entry doors. It was explained that the Finance Committee would not be able to provide these funds at this time.

The Mayor shared that K-Fest will be held on Saturday, September 28, 2019. The Carnival, which in the past was part of K-Fest, will be held in August. In the evening of K-Fest there will be a band and a beer garden.

Kinnelon Library Legacy Foundation: The library, in the form of the Director, has proposed purchasing laptops for use by patrons and programs, such as the program Girls Who Code. The cost is approximately \$10,000. The Foundation is willing to fund these laptops and the Trustees agreed to this proposal.

Personnel SubC: Meetings were held with the Director and objectives are being finalized for 2019. These objectives will be placed in Dropbox by the end of next week. The Director continues to review staff job titles and respective salaries.

Finance SubC: Revenues and expenses are tracking as expected.

Director and Staff Reports: Quotes have been received from three different web site developers. Next month an update on the library web site will be reviewed and discussed in greater detail. There is new software for the Marquis. As a result of the new software, the marquis can be accessed remotely using the internet, resulting in greater access and efficiency.

Children's and Adults had two big programs, Makers Day and Holi. Costs are being added to monthly program reports in order to track costs per attendee.

Action Items: None

New Business: An issue has arisen with completing the annual Financial Disclosure Statements. A change in the Trustee positions has resulted in difficulty accessing the individual accounts for Recording Secretary and Vice President in order to enter required information. The Director will look into changing the e-mail accounts from position title to an individual's name to resolve the current issue. The deadline for completing the Financial Disclosure Statement is April 30, 2019.

A discussion was held regarding the governance of certain types of proposals including a Grant of Authority. Future discussions will address whether to set a threshold for library expenditures that would require Board approval.

The Trustees want to empower and enable the Director to make decisions regarding the expenditure of funds for particular purchases, in effect, minimizing the Board's oversight. In particular regarding the purchase of laptops, there was agreement that they should be purchased and The Legacy Foundation has agreed to fund them.

Library Metrics by District Factor Group (DFG, which is a socio economic symbol of rating for each community) was reviewed and discussed. Communities the Trustees identified as similar to Kinnelon were compared in terms of library cards per capita, circulation per capita, programs per thousand residents and costs per capita. The information helped to provide concrete examples of the success and efficiency of programming of the Kinnelon Public Library. It was noted this is an informative exercise that can respond to strategic planning ideas and/or inform choices about strategic planning.

Public Comments: None

The motion to adjourn was made at 8:56 by M. Odian, and seconded by J. Freda .

Respectfully Submitted,

William P. Saks