

Minutes of the Kinnelon Public Library Board of Trustees, March 20, 2019 Meeting  
Kinnelon Public Library  
132 Kinnelon Rd  
Kinnelon, NJ 07405

Recording: Mesrob Odian

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

**Roll Call: Attendees:** K Fraone, Mayor J. Freda, Council Liason V. Russo, A. Vosatka, P. Giordano J Horton, P Giordano, M. Odian

The meeting was also attended by Library attorney Douglas Zucker.

**Absent:** D. DiGuiseppe, W. Saks

**Approval of the Regular Meeting Minutes:** Motion by P. Giordano; second by J. Horton; Approved with two abstentions

**Public Comments Regarding Agenda Items:** none

**Statistical Report, Financial Report, Financial Snapshot and Bills for Approval:** Approved unanimously

**Boro Liason:** Councilman Russo and Mayor Freda reported on efforts to solve ongoing phone system problems and nighttime lighting of the upper parking lot. Both were also favorable to Boro installation of power-assist on the Library building front doors.

**Kinnelon Library Legacy Foundation:** M. Odian reported that annual Federal and State tax forms will be completed in April and timely filed thereafter.

**Personnel:** Will be the subject of a closed-session portion of the meeting.

**Finance:** J. Horton reported spending and expenses are running at budgeted levels. The 2018 Financial Audit will begin on May 1, 2019 by Nisivoccia, a CPA firm with significant library audit expertise.

**Programing:** K. Fraone, Library Director, reported ongoing evaluation of a potential streaming video service entitled *Kanopy*, as an additional offering for our library patrons. It was also agreed that the Library Program Report include a notation of both the cost and attendance of each program.

**Linda Farmer:** Mayor Freda volunteered to have the Borough Council approve a proclamation at the May 16, 2019 Council Meeting, noting Mrs. Farmer's contributions at a Library Trustee.

**Library Statistics:** M. Odian provided a brief initial analysis of Kinnelon library circulation statistics and metrics when compared to other Morris County Libraries. A further analysis will be provided based on comparison with Morris County communities selected as being most similar to the Borough of Kinnelon.

**General Board Committee Discussion:** The President reviewed with the Trustees the guidelines and best practices for utilizing electronic communications to conduct Library business.

(<https://njla.org/content/guidelines-conducting-library-business-electronic-communication>) Everyone was reminded that if a majority of Board members are involved in an electronic communications exchange, that exchange constitutes a public meeting and the subject matter and such written communications constitute public documents under OPMA and are subject to disclosure under OPRA. Therefore, electronic communications, such as between members of a Board committee, should be limited to a non-majority of the Board members, that is, less than four Board members. Electronic communications intended for information sharing can be sent to the entire Board, and constitute public documents, subject to disclosure. Additionally, Board members should use **Jerseyconnect** to communicate as opposed to personal email services.

**Public Comments:** None

A motion to move to Closed Session, for personnel discussions concerning the Director's performance review and matters subject to the attorney/client privilege, was made by P. Giordano; seconded by M. Odian at 8:19 pm.

The motion to move back to Open Session was made at 9:22 pm by P. Giordano; second by J. Horton.

W. Saks had joined the closed session at 8:47pm and was in attendance for the remainder of the open session.

A motion to approve a salary increase of 3% for the Director was made by J. Horton, seconded by P. Giordano and approved unanimously. The increase will begin with the anniversary date of employment.

The motion to adjourn was made at 9:25pm by J. Horton, and seconded by P. Giordano.

Respectfully Submitted,

Mesrob Odian