

Minutes of the Kinnelon Public Library Board of Trustees, June 19, 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, A. Vosatka, P. Giordano, J. Horton, W. Saks

**Absent:** J. Freda, V. Russo, D. Giuseppe

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

Unanimous approval

**Public Comments Regarding Agenda Items:** None

**Statistical Report, Financial Report, Financial Snapshot and Bills for Approval:** No Comments

**Approval of The May Bills:** Motion by; J. Horton second by; P. Giordano

Unanimous approval

**Informational Discussions Including Sub Committee Updates.**

**CLL and Friends:** The 2019 Service Directory has been uploaded to both the Library and Borough web sites in addition to being mailed to all Kinnelon Households.

Memberships to support the Friends of the Kinnelon Library were mailed to all Kinnelon households and 154 Non-Kinnelon residents on May 2<sup>nd</sup>.

A Lake Hopatcong boat tour is scheduled for July 23<sup>rd</sup>. There are a maximum of 49 tickets available for sale. The response thus far has been positive.

A fundraiser at The Barn Theater for the musical, 1776, was held on Friday, May 24th. One hundred thirty one tickets were sold which exceeded the goal of selling 100 tickets. The musical, "Into the Woods" is scheduled at the Barn Theater for Friday, May 29, 2020.

Planning and preparation for the Annual Book Sale, which will be held Friday, August 23rd through Monday, August 26<sup>th</sup>, is on target. Regular meetings are being held.

The Friends and CLL bylaws are in the process of being reviewed and updated.

**Borough Liaison:** No report

**Kinnelon Library Legacy Foundation:** Agreed to fund the automatic main library entrance door. Consideration is being given for funding an automatic Children's Department entrance door.

**Personnel SubC: Finance SubC:** One part time person decided to resign. The decision is not to replace this position, since there is sufficient staffing to effectively carry out and complete assigned tasks. Financials as of May are on track. Audit went smoothly.

**Director and Staff Reports:** Notary services have ceased. Adults have a new once a month Book Club in the evening in addition to the existing once a month daytime Book Club. Adults had a Reducing Clutter presentation that was well attended. Two felting programs were held. Children's is prepping for the summer reading program. Home School Fridays has been initiated to provide parents with resources and materials for home schooled children.

**Action Items:** Motion to authorize the treasurer to pay the bills for July and August. Motion by M. Odian second by; J. Horton

Unanimous approval

**New Business:** M. Odian and staff plan to collaborate together on the history of Kinnelon Public Library with L'Ecole Kinnelon Museum. Possible collaboration with the Girl Scouts and Boy Scouts as well. Library Patron Wish List and Capital Improvement Committee. Discussion concerning forming a committee to develop a facility improvement plan, incorporating feedback from patrons with respect to facility and programs. There was a discussion regarding what constitutes Continuing Education for library staff. Movies Under the Stars will be held in conjunction with the Recreation Department. A motion to close the library at 5:00 p.m. on movie nights was made by P. Giordano and seconded by J. Horton.

**Old Business:** There is a concern about liability regarding the AED machine. At least one Individual must be certified for using the AED. A discussion followed regarding reaching out to staff and Friends and CLL Board members to determine if individuals would like to be trained and certified.

There was a continued discussion and review of The Library Metrics by District Factor Group. Adult and Children's circulation from 2009 to 2017 was analyzed. Adult circulation has dropped by 50% and children's circulation has increased by 50%. The facility has remained the same, although there has been an increased emphasis on library programs. There is a need to analyze trends for strategic planning.

**Public Comments:** None

The motion to adjourn was made at 8:26 p.m. by P Giordano, and seconded by J. Horton

Respectfully Submitted,

William P. Saks