

Minutes of the Kinnelon Public Library Board of Trustees, October 16, 2019 Meeting  
Kinnelon Public Library  
132 Kinnelon Rd  
Kinnelon, NJ 07405

Recording: William Saks

The meeting of the Board of Trustees was called to order by Vice President P. Giordano at 7:32 p.m. The Vice President deemed the meeting to be in compliance with the New Jersey Sunshine Law.

**Roll Call: Attendees:** K. Fraone, J. Horton, P. Giordano, W. Saks, V. Russo, M. Odian, D. Giuseppe

**Absent:** A. Vosatka, Mayor J. Freda

**Approval of the Minutes:** Motion by M. Odian; second by P. Giordano; with unanimous approval.

**Public Comments Regarding Agenda Items:** None

**Statistical Report, Financial Report, Financial Snapshot and Bills for Approval:** September year to date circulation figures and attendance were reviewed and compared to last year's figures.

**Approval of the September Bills:** Motion by; M. Odian second by; D. Giuseppe unanimous approval.

**Informational Discussions Including Sub Committee Updates.**

**CLL and Friends:** Membership letters to support the Friends of the Kinnelon Library were mailed on October 4, 2019. The Security Shredding event was held on October 5<sup>th</sup> from 9:00 a.m. – 12:00 noon behind the Borough Hall. It was a successful event. A Friends fundraiser is in the planning stages for December 4, 2019 to visit the Newark Museum and Ballantine House. Following the tour, dining is planned at the Spanish Pavilion restaurant.

The 2019 Service Directory data was reviewed and distributed to Friends Board Members for updating in order to begin the process for preparing the 2020 Service Directory. The directory includes borough and county information, as well as, community clubs and resources. It is a valuable resource for Kinnelon residents.

**Borough Liaison:** The head of DPW will have the library building, including the HVAC system, inspected and will suggest recommendations for improvement.

K-Fest was held on September 28<sup>th</sup> and was a successful event.

**Kinnelon Library Legacy Foundation:** Nothing new to report.

**Personnel SubC:** Nothing new to report.

**Finance SubC:** It is projected the year end finances will be in a favorable position. There are plans to review the individual line items in consideration for planning the budget for next year.

**Director Report and Staff Reports:** Report is filed as presented. Children’s Music and Movement and Story Times classes began in September. The Exercise and Special Needs Zumba and Paint classes have been well attended.

A folding chair rack has been purchased in order to move the folding chairs from the closet. This will make them more accessible for the Chair Yoga class as well as other programs. A discussion took place regarding the status of the library web site upgrade.

The second “Movie Under the Stars” night was held in September. The directors of the library and borough recreation department will be meeting to plan additional joint programs for next year.

**Action Items:** None

**New Business:** There was a discussion of possible library early closings that are not on the approved holiday closing list. It was agreed by the Trustees with one member opposed, to close the library at 5:00 p.m. the day before Thanksgiving.

M.A.I.N. is upgrading to a new server and will be down from Sunday, December 29<sup>th</sup> through Wednesday, January 1<sup>st</sup>. During that period there isn’t any circulation search or catalogue system in place. Books can be checked out, but not checked in. In order not to inconvenience the library’s patrons, it was unanimously agreed by the Trustees to close the library on New Year’s Eve day this year, in light of the server upgrade, December 31<sup>st</sup>, at 1:00 p.m.

There was a discussion held regarding the evaluation process for library employees by the director. The Personnel Committee will review the staff evaluation process.

A checking account funds transfer was reviewed regarding cash balances and how these accounts are trending with respect to interest rates and cash flow for expenses. The New Jersey Statute on excess funds was discussed in terms of its impact on the library being subject to surplus funds and being transferred to the borough. Due to the library’s level of funds, this is not an issue.

Prior to making a motion to transfer funds, it was suggested the Finance Committee determine the details regarding a checking account transfer, including one account vs. another, etc. and share that information at a future Trustee meeting.

**Old Business:** None

**Public Comments:** None

The motion to adjourn was made at 8:32 p.m. by M. Odian and by J. Horton

Respectfully Submitted,

William P. Saks