

Minutes of the Kinnelon Public Library Board of Trustees, June 17, 2020 Meeting
Kinnelon Public Library
132 Kinnelon Rd
Kinnelon, NJ 07405

Recording: William Saks

PLEASE NOTE: DUE TO GOVERNOR MURPHY'S EMERGENCY CLOSURE OF PUBLIC SPACES (INCLUDING LIBRARIES) AND LIMITATIONS ON MEETING SIZES THIS REGULARLY SCHEDULED MEETING OF THE KINNELON PUBLIC LIBRARY BOARD OF TRUSTEES (KPL) WAS HELD ONLINE.

The meeting of the Board of Trustees was called to order by President A. Vosatka at 7:31 pm. The 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, A. Vosatka, D. DiGiuseppe

Absent: Mayor J. Freda

Approval of the Minutes: Motion by P. Giordano; second by J. Horton; with unanimous approval.

Public Comments Regarding Agenda Items: None

Statistical Report, Financial Report, Financial Snapshot and Bills for Approval: A lack of a more significant circulation of e-books was discussed as it relates to the COVID-19 climate, as well as, other possible reasons including wait time for availability of e-books and a lack of compatibility with Kindle. Reports were filed as presented.

Approval of the June Bills: Motion by J. Horton; second by P. Giordano. Unanimous approval.

Informational Discussions Including Sub Committee Updates.

CLL and Friends Report: For the balance of the year it is expected the Friends and CLL funding donation to the library will be less than budgeted due to COVID-19. Any funding not required in 2020 due to the library closing will be applied to the Friends/CLL funding commitment for 2021.

The CLL spring 2021 semester is in the process of being developed. It is scheduled to begin February 22nd and end on April 30th. The initiation of these classes is dependent on the library's pandemic opening plan and what phase of that plan has been implemented when classes are planned to be held.

A final decision will be made in August to determine if the October 10th shredding fundraiser will be held as planned.

The Fall Friends membership letter is in the process of being printed and is scheduled to be mailed in October.

Borough Liaison: The Borough is working on procedures and protocols for employees' work spaces and staggered hours. The Borough Hall remains closed to the public and will be opened in phases.

The recreation department is planning on a movie night for the community to be held in late July. Baseball season is scheduled to begin as planned with COVID-19 guidelines and procedures.

The Borough Hall will be utilized as the voting place for all 7 polling districts in town for the Primary Election on July 7th.

Kinnelon Library Legacy Foundation: The Federal Tax 990 form has been completed and filed.

Personnel SubC: The Pandemic Reopening plan for opening and staffing the library safely was addressed and will be discussed in New Business.

Finance SubC: The May year-to-date financials have the library at a slight deficit that is expected due to the library closing. There is reduced funding. This has been offset by decreased expenditures. There is no issue in meeting the library's planned budget for the year. The 2019 audit is currently in process. Positive results are expected.

Capital Improvement SubC: None

Director Report and Staff Reports: Virtual library programs are up and running, including Chair Yoga, Zumba, Yogaball, and Tuesday Talkers Book Club. A Rutgers Master Gardeners virtual program is scheduled for later in June. A virtual program summer series sponsored with neighboring libraries, will take place in July and August. Report is filed as presented.

Key areas of the Library Pandemic Reopening Plan will be shared in New Business.

Action Items:

Motion by P. Giordano; second by J. Horton to approve Resolution 2020-6 as presented below.
Unanimous approval.

RESOLUTION 2020-6

AMMENDMENT TO THE SCHEDULE OF LIBRARY BOARD MEETINGS FOR 2020

RESOLVED that the 2020 monthly meetings of the Kinnelon Public Library Board of Trustees that were approved in December 2019 be amended to include the months of July and August 2020;

BE IT FURTHER RESOLVED that the following is the new schedule of the 2020 monthly meetings of the Kinnelon Public Library Board of Trustees, which take place on the 3rd Wednesday of the month at 7:30 p.m. in the Kinnelon Public Library Building:

January 15

February 19

March 18
April 15
May 20
June 17
July 15
August 19
September 16
October 21
November 18
December 16

Dated: June 17, 2020

Anne Vosatka, President

I certify that the above is a true copy of a resolution passed by the Kinnelon Public Library Board of Trustees at its meeting on June 17, 2020.

Kimberly Fraone, Library Director

New Business: State of New Jersey Department of Law and Public Safety Division of New Jersey State Police Office of Emergency Management Administrative Order No. 2020-15.

The board was given the opportunity to review and discuss the section of the order referring to Libraries.

The Kinnelon Public Library Pandemic Reopening Plan.

It's notable that the plan was drawn from best practices from MAIN, TopCats and New Jersey Library Link. The library attorney was also consulted to ensure that the plan is consistent with his legal and precedent review.

The Director highlighted key areas of the plan. There are 4 phases

- Phase 1: Library remains closed to the public. Scheduled staff start working onsite under specific safety procedures to prepare spaces, collections, and technology for future phases.
- Phase 2: Patron curbside pickup will begin. The building is still closed to the public at this point. Preparing the library for limited public access to take place in Phase 3.
- Phase 3: Continue with curbside pickup and begin limited walk-in services for the public.
- Phase 4: Increased walk-in services.
- Phase 5: Library operates in "New Normal"

The Director was complimented on a well written and well thought out library reopening plan.

A discussion took place regarding what precautions are planned and will be put into place for ensuring the health and safety of the library staff and patrons.

Approval of the Kinnelon Public Library Pandemic Reopening Plan: Motion by P. Giordano; Second by J. Horton; Unanimous approval.

Old Business: None

Public Comments: L-H. Gingold shared her experiences with e-books.

M. Russo complimented the Director, Program Specialist, and Children's librarian for Facebook postings.

C. Gordon wanted to know what feedback was coming from libraries in MAIN with respect to their opening on June 15th. The director explained the libraries that recently began curbside pick-up have had several phone calls, but limited numbers of patrons have come to pick up materials. Until July 6th, books may only be requested and picked up from the patron's home library.

The motion to adjourn was made at 8:18 p.m. by J. Horton; second by P. Giordano

Respectfully Submitted,

William P. Saks