

Minutes of the Kinnelon Public Library Board of Trustees, September 16, 2020 Meeting

Kinnelon Public Library
132 Kinnelon Rd
Kinnelon, NJ 07405

Recording: William Saks

PLEASE NOTE: This regularly scheduled meeting of the Kinnelon Public Library Board of Trustees (KPL) is being held virtually to minimize the risk of COVID-19 spread.

The meeting of the Board of Trustees was called to order by President A. Vosatka at 7:34 p.m. The President deemed the meeting to be in compliance with the New Jersey Sunshine Law.

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

Absent: Mayor J. Freda

Approval of the Minutes: Motion by M. Odian; second by J. Horton; with unanimous approval.

Public Comments Regarding Agenda Items: None

Statistical Report, Financial Report, Financial Snapshot and Bills for Approval: Reports were filed as presented.

Approval of the September Bills: Motion by J. Horton; second by M. Odian. Unanimous approval.

Informational Discussions Including Sub Committee Updates.

CLL and Friends Report: In order to keep Friends patrons informed, the membership letters will be mailed the week of September 21st and not the first week of October as originally planned.

The planning for CLL semester I-2021 scheduled to begin in February is being carefully reviewed by the president, vice president and CLL class coordinator for possible cancellation. A final decision will be made in October considering the state of COVID-19 and the library's pandemic re-opening plan.

Borough Liaison: Borough Hall remains closed to the public. The decision on whether or not to open Borough Hall to the public will be reviewed and discussed at the next council meeting.

The borough is in the process of securing engineers to complete an analysis of the HVAC system. This analysis is pursuant to the possibility of upgrading the HVAC system for the library, as well as, the system for Borough Hall.

Kinnelon Library Legacy Foundation: As indicated at last month's meeting, funds were transferred from the Vanguard account to the Lakeland account for payment of the automatic library doors. A request was

made by the Legacy Foundation for the Capital Improvement Committee to share those approved capital projects needing funding in order for money to be set aside.

Personnel SubC: Nothing new to report.

Finance SubC: The August year-to-date financials reflect a positive 2020 return to reserves. The draft of the financial statement audit report reflects a clean opinion on the library's financials. The auditors reported we have an internal control deficiency in our cash reporting and treasury functions due to it sitting with one individual. However, it was noted this is common in a library of our size with limited personnel and it is not a concern.

Capital Improvement SubC: The Capital Improvement Committee reviewed and discussed the replacement of the HVAC system and in the interim the possibility of swapping the present filters with MERV 13 filters due to COVID-19 and its impact on air quality and its circulation.

The Kinnelon Public Schools Superintendent shared information concerning an alternative to replacing the filters. There is an insert available for the HVAC system ductwork that converts oxygen and humidity in the air into hydrogen peroxide. This results in a constant flow on every surface killing any bacteria, molds, and viruses. It was stated this method is less expensive and more efficient than utilizing MERV 13 filters.

Replacement of the flooring in the meeting rooms was also considered by the Capital Improvement Committee. Flooring companies engaged by other libraries will be contacted by the director for consideration and to determine types and cost of appropriate flooring for the aforementioned rooms.

Consideration was also given for replacement of the meeting room accordion doors, an additional projection system and supplementary speakers.

Director Report and Staff Reports: The Friends funding allocation was reviewed. Material cuts that included museum passes, newspapers and periodicals were made due to the reduced funding allocation. The funds cut for this year will be applied to next year's allocation from Friends.

The Pop-up library continues to occur on Saturdays. Two more afternoons will be added due to its popularity and to provide opportunities for increased patron browsing and borrowing participation.

Curbside pick-up is going well.

Inter-library loan has been initiated by MAIN. Therefore, patrons may request items from any library in MAIN and the items requested will be sent to the patrons' pick up libraries.

Report is filed as presented.

Action Items: None

New Business: None

Public Comments: M. Russo shared a concern related to CLL students hiking on local trails that were reported as booby trapped; e.g. wires across trails, broken glass, nails, etc.

After the trustee meeting adjourned, It was determined this information was outdated. The incident occurred in a prior year on a trail in another town. However, it is worthwhile information for which hikers should be mindful.

The motion to adjourn was made at 8:22 p.m. by J. Horton; second by D. Giuseppe.

Respectfully Submitted,

William P. Saks