

Minutes of the Kinnelon Public Library Board of Trustees, January 20, 2021 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 7:42 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. DiGiuseppe, Mayor J. Freda

Absent: None

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

Public Comments Regarding Agenda Items: None

Statistical Report, Financial Report, Financial Snapshot and Bills for Approval: As reflected in the Program Report, there has been a significant increase in the number of attendees participating in virtual compared to in-person programs held prior to COVID-19. Therefore, the director explained planning is in progress for a future hybrid programming schedule that includes virtual, as well as, in person classes once the impact of COVID-19 ceases. Reports were filed as presented.

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

Informational Discussions Including Sub Committee Updates.

CLL and Friends Report: The Friends and CLL Board members reviewed and approved the 2021 donation funding proposal to the library. This proposal manifests a reduction for 2021 due to the impact COVID-19 has had on Friends and CLL fundraising programs and activities.

All Friends and CLL Board members agreed to serve for another two year term. This reflects varying effective term dates.

The Friends membership mailing in 2020 resulted in 297 contributors. Of that total, (40%) 120 were new member contributors.

Planning has been initiated for the fall CLL semester II - 2021. Consideration is being given to utilizing the programs initially scheduled for the spring semester I - 2020 that were cancelled due to COVID-19. This deliberation in part takes into account the efforts by volunteer instructors in preparing class presentations for the cancelled semester.

Borough Liaison: The second quotation has been received from the architects for the HVAC systems upgrade for the borough and library. The initial phase for each building involves completing a survey, documenting the equipment, preparing load calculations (heating and cooling studies) and providing a report detailing the findings including a recommended design approach. The total shared cost \$6,500.00 for the borough and the library for this phase was reviewed and discussed.

The architects will then develop a detailed bid package for the next phase that includes drawings, specifications, equipment and installation. The shared cost for this phase is approximately \$14,000.00.

There will be a review of the bids and recommendations to award a contractor at a shared cost of \$1,500.00.

Finally, construction administration services will be provided including drawings, reviews for the borough engineer, building permits needed, site visits and a prepared punch list for work remaining to be completed. The shared cost for this phase is approximately \$3,500.00.

The total shared cost is \$25,000.00 to be split evenly between the borough and the library.

The preliminary estimate from Lime Energy for the upgrade for the library lighting and furnace heating is \$32,600.00. This payment may be spread out over 36 month's interest free.

Kinnelon Library Legacy Foundation: Foundation funds have been transferred to the checking account to cover the costs for Dear Reader (Reader's Advisory Resource) \$2,500.00, Brain Fuse (Online Tutoring E-Resource) \$922.00, the repair of the meeting room dividers \$1,273.00 and \$5,000.00 for the auto opening of the library doors for a total cost of \$9,695.00

Personnel SubC: Discussions have been held by the committee's members regarding the format for the director's evaluation given the impact COVID-19 has had on applicable evaluation areas.

Virtual meetings continue to be held for labor contract negotiations.

Finance SubC: There has been a positive return to reserves even with reduced funding from CLL and Friends. A projected surplus is anticipated for 2020 due to several factors, including the Youth Services library position not being filled and the director's conservative spending of information resource dollars.

The 2021 budget presentation and vote will be deferred until next month's meeting in order to make an informed decision regarding the 2020 surplus. The director and the capital improvement committee will generate a few proposals on how best to disperse these funds.

Capital Improvement SubC: DPW will be painting the first floor lobby, the main stairwell, the second floor hallways and the meeting rooms. Next month the partition company will be tuning up the sliding doors in the meeting rooms.

A state contract flooring vendor will be providing a quote on carpeting for the upstairs hallway and for new flooring in the meeting rooms.

Director Report and Staff Reports: The director shared highlights of library programs and activities. Kinnelon High School sophomore Catrina Serocke held a fundraiser in order to donate masks to all Kinnelon workers and volunteers. 700 3-ply masks were donated to the library staff and volunteers.

The Women of Smoke Rise made a generous donation to the library via their holiday Charity Fund Drive.

Indoor browsing continues on Tuesdays and Saturdays.

The virtual library programs continue to draw larger attendance than pre COVID-19 in person programs.

Report is filed as presented.

Action Items: Library closing dates for 2021 were reviewed and discussed. The director will determine any union contract implications regarding the board's proposal to amend for one year the library closing dates adding Monday, July 5, 2021 since July 4, 2021 falls on a Sunday.

A motion was made by P. Giordano and seconded by J. Horton to approve the 2021 library closing dates with the caveat that the dates may be amended next month to include closing Monday July 5, 2021. Unanimous approval.

New Business: MAIN is continuing fine free on items due to the pandemic and handling money, as well as, to provide a public service. The director proposed to the board having our library continue fine free at least until June, 2021.

A motion was made by J. Horton and seconded by P. Giordano to approve waving fines through June or until reaching the last phase of the re-opening plan. Unanimous approval.

A motion to approve the initial phase for upgrading the HVAC system costing \$3,250.00 was made by V. Russo and seconded by J. Horton. Unanimous approval

There was a discussion regarding the lighting and boiler upgrade including preliminary estimates.

Old Business: None

Public Comments: Anthony Chirido thanked the director for providing the OPRA request he made at last month's meeting. He also asked and was given clarification on the cost of upgrading the HVAC system.

Mayor Jim Freda suggested installing flooring in the upstairs library hallway instead of carpeting since it wears better, and is easier to clean and maintain. It was also suggested, the library projected surplus amount be brought back to the council by the borough liaison in order to determine if those funds may be retained by the library. In addition, the Mayor recommended considering furloughing part time employees due to the impact of the pandemic on library services. The director reviewed the part time employees' responsibilities and work requirements and explained essential library services continue to be provided by these employees. Finally, there was a discussion related to the Legacy Foundation concerning its' function, funding, committee members and purpose.

The motion to adjourn was made at 8:59 p.m. by D. DiGiuseppe; second by J. Horton .

Respectfully Submitted,

William P. Saks