

Minutes of the Kinnelon Public Library Board of Trustees, February 17, 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 (KPL) Board of Trustees 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 7:30 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

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: Reports were filed as presented.

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

Informational Discussions Including Sub Committee Updates.

CLL and Friends Report: The Friends annual trustee report is scheduled to be submitted to the board in April, 2021. Planning is in process for the annual book sale that is scheduled to be held in August, 2021. The spring Friends membership letter is finalized along with key target dates for collating and mailing. The fall membership mailing is also scheduled, resulting in the return to two annual membership fundraising events. The contracted shredding fundraisers for 2021 have been scheduled for Saturday, May 8th and Saturday, October 9th.

Borough Liaison: The borough is currently in communication with equipment vendors for installing a new phone system for the borough and the library. The key factor for the decision to upgrade the phone system is the improvement of technology including the communication system.

Kinnelon Library Legacy Foundation: None

Personnel SubC: The committee met to prepare for the annual director's review. The review provides feedback and affords input into the goals for the 2021 year.

Finance SubC: The primary areas of focus for this past month included finalizing the 2020 profit and loss statement, identifying a potential surplus and to prepare the 2021 budget.

Capital Improvement SubC: Proposed spending plans for recommended capital improvement projects utilizing the restricted capital improvement account and surplus operating budget funds were reviewed by the director.

The committee reviewed and discussed the immediate capital improvement library needs and cost estimates, including new flooring, lighting, and upgrade of the HVAC system, boiler, and a new roof. The committee is evaluating a current proposal for new flooring and the decision was made that it would be useful to get at least two more flooring proposals prior to presenting it to the board for approval.

Director Report and Staff Reports: The director shared highlights of programs and activities. These included indoor patron browsing, virtual art, paint night, exercise, and children story time classes. Positive patron participation continues. Upcoming programs include an author talk and Rutgers master gardeners class.

With respect to progress on finalizing the employee contract, union negotiations have moved to state mediation.

Report is filed as presented.

Action Items: Prior to voting on the 2021 budget, key areas were reviewed including revenues and expenditures.

A motion to approve the 2021 budget was made by J. Horton and seconded by P. Giordano. Unanimous approval

New Business: Since the trend of COVID-19 case numbers in New Jersey in general has recently decreased and browsing is beneficial, the director discussed revisiting currently scheduled browsing hours for patrons. Current browsing hours on Tuesdays are from 3:00 p.m. – 5:00 p.m. and on Saturdays from 11:00 a.m. – 1:00 p.m.

The director explained that adding two more days of browsing provides patrons with a greater choice of when to browse and increases access to scheduled browsing appointments. This decision is data driven, serves the public well and preserves their safety during the pandemic. The added days and times are Wednesdays from 3:00 p.m. – 5:00 p.m. and Thursdays from 11:00 a.m.-1:00 p.m.

Old Business: The library 2021 closing dates were approved at the January board meeting with the caveat that the dates may be amended at this month's meeting to include July 5th since the July 4th holiday falls on a Sunday. At the recommendation of the director, the closing dates have now been amended to include Monday, July 5th to celebrate Independence Day.

Public Comments: None

The motion to move to closed session was made at 8:12 p.m. by P. Giordano; second by V. Russo.

The motion to move back to Open Session was made at 9:31 by P. Giordano; second by D. Giuseppe

A motion to approve 2½% raises for the director and finance and administration manager for 2021 was made by P. Giordano; second by D.DiGiuseppe. Unanimous approval.

The motion to adjourn was made at 9:34 p.m. by J. Horton; second by P. Giordano.

Respectfully Submitted,

William P. Saks