

Minutes of the Kinnelon Public Library Board of Trustees, March 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 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 7:30 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

Absent: Mayor J. Freda, D. DiGiuseppe

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 March Bills: Motion by J. Horton; second by P. Giordano. Unanimous approval.

Informational Discussions Including Sub Committee Updates.

Friends and CLL Trustee Report: The President of Friends and CLL decided not to make a virtual presentation and instead provided each of the board members a copy of the Trustee report prior to this meeting.

The impact of the pandemic was significant in terms of Friends fundraising and the CLL adult education program for 2020. Several Friends and CLL activities and programs had to be cancelled due to COVID-19. Although these fundraising activities benefiting the library were seriously affected, the director was able to adapt to the impact this had on expenses for materials and program planning.

Highlights of the report were reviewed and the report was filed as presented.

CLL and Friends Report: Planning for the annual book sale scheduled to be held in August, 2021 continues. The Book Sale committee met virtually on March 10th. The process, procedure and dates for the annual book sale were reviewed and discussed with input from committee members.

The spring shredding fundraiser is scheduled to take place on Saturday, May 8th.

The membership letter is slated to be mailed the first week in May, 2021.

Communication is being maintained with the Barn Theater Event Planner to determine if performances will be scheduled for 2021.

Quality issues have been addressed and are in the process of being corrected for the 16 pavers installed in the library walkway in November. Individuals who have ordered pavers for the next installation have been acknowledged and will be notified when installation of these pavers occurs.

Borough Liaison: The Lime Energy Lighting Replacement Project has been approved. Gratitude was expressed by the trustee president to the individuals who helped with propelling this project. It will be an improvement to the building and save energy costs.

Consideration is being given to install a chain link fence to replace the stockade fencing that surrounds the HVAC system. The capital improvement committee will review this recommendation.

The DPW superintendent and the DPW foreman recommend removing a tree that is behind the library, since debris from it falls into the library gutters.

Kinnelon Library Legacy Foundation: None

Personnel SubC: The committee met with the director to review and discuss the director's 2020 evaluation and goals for 2021.

Finance SubC: The February year to date revenues, primarily from the borough appropriation, as well as, Friends and CLL, are lagging behind the budgeted figures. This is to be expected. There is a year to date net deficit which is typical for the first quarter due to front loaded expenses. These expenses are primarily payroll and the annual M.A.I.N. charge.

Capital Improvement SubC: Meetings have been held virtually. Three quotes for new flooring with various flooring options were reviewed, including carpeting and LVT (luxury vinyl tile). Zoom meetings will be set up with the companies to review price quotes, durability, and maintenance of LVT vs. carpeting.

The second round of the New Jersey State Library Construction Bond Act for grants was recently announced. The grants cover 50% of the total eligible costs of the approved projects. There is a due date of June 4, 2021 for submitting applications.

If the decision is made to apply for a grant, consideration is being given to engaging a grant writer who has experience and expertise in this area. An awarded Kinnelon Public Library grant would be used to upgrade the HVAC system and/or replace the library roofing.

Director Report and Staff Reports: DPW has begun painting the walls and trim in the meeting rooms, second floor hallway, main stairwell and first floor lobby. The president thanked DPW for their painting efforts while the building has minimal foot traffic.

Scheduled and on-going programs and activities were examined. Highlighted programs included Better Together that was held with neighboring libraries and the Family Puppetry workshop run by the Growing Stage Children's Theater of NJ.

Virtual programs continue to draw large audiences. Activities highlighted included in-person browsing by appointment and curbside pick-up. The president thanked the library staff for their contributions, ingenuity and creativity regarding virtual programming.

Scheduled upcoming programs include:

- Rutgers Master Gardeners programs – Great Estate to Public Gardens and Raised Bed Gardening.
- NJ Audubon Society – Bird Basics and The History of the Great Swamp

The state library report has been completed. It is used to determine the amount of state aid the library receives.

State mediation for contract negotiations is scheduled to begin on March 23rd.

Report is filed as presented.

Action Items: None

New Business: The type and cost of new library flooring including carpeting or vinyl tile was reviewed. Durability, maintenance and soundproofing, as well as cost, is being considered in order to make an informed decision.

The phases of the Pandemic Re-opening Plan were deliberated considering the safety and well-being of the patrons and staff. Emphasis is being given to meeting the library needs of the patrons. These needs are being met by continuing to provide virtual offerings, curbside pick-up and increased in person experiences.

The decision was made to continue the established browsing hours with the addition of an evening. Appointments will no longer be required. Social distancing and masks will remain in effect with a maximum of five patrons in the library at a time. Presently, as many as 100 patrons may utilize the library each week. Approximately 20 patrons have taken advantage of browsing in the library each week with Saturdays having the larger turnout.

Old Business: There was a discussion regarding the lighting replacement project and its impact on the environment, long term savings and energy use.

A motion to approve the lighting replacement project at a cost of \$6,402.28 was made by P. Giordano and seconded by J. Horton. The motion passed with 6 votes in favor and 1 against.

Public Comments: None

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

Respectfully Submitted,

William P. Saks