

## Minutes of the Kinnelon Public Library Board of Trustees, April 21, 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, 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 April Bills:** Motion by P. Giordano; second by J. Horton. Unanimous approval.

**Informational Discussions Including Sub Committee Updates.**

**CLL and Friends Report:** The Book Sale committee continues to meet virtually. The annual book sale is scheduled to be held in August, 2021 depending on the state of COVID-19.

The spring membership letter has been printed and collated and will be mailed the first week of May.

The shredding fundraiser will take place on May 8<sup>th</sup> from 9:00 a.m. to 12:00 p.m. behind Borough Hall.

The president, Vice President and CLL Class Coordinator held meetings and discussions regarding the planning and implementation of the fall CLL semester. Due to the impact COVID-19 has had on public gatherings, the decision was made to limit the number and size of classes offered, simplify the registration process and eliminate fees. It is anticipated classes offered will include Ambling, Scrambling, Tai Chi, Healthy Bones Basic, Healthy Bones Expanded, as well as, Watercolor and Oil painting classes. Health and safety protocols mandated by the state will be in place.

**Borough Liaison:** The Mayor has convened a committee for commemorating the 100<sup>th</sup> anniversary of the Borough of Kinnelon.

**Kinnelon Library Legacy Foundation:** The trustee president thanked William Saks and Joyce Horton for their upcoming participation on the Legacy Foundation upon Mike Odian's term ending on June 30, 2021. It was

requested that the present and future Legacy participants meet in order to transfer institutional knowledge and address any queries.

**Personnel SubC:** Meetings have been held with the director resulting in the creation of the 2021 goals.

**Finance SubC:** The March year to date shows us in a deficit. This is a timing issue that normally occurs in the first quarter since the quarterly borough appropriation generally is received in the second quarter. Personnel expenses are tracking close to budget. Information resource spending is favorable versus the budget.

**Capital Improvement SubC:** Meetings have been held virtually to continue working on the new flooring project. Quotes were obtained from three different companies and thoroughly reviewed. These companies attended a Zoom meeting in order provide the committee members the opportunity to ask questions and more effectively compare quotes. Follow-up emails and phone calls were made to narrow the search to two flooring companies which will be addressed in New Business.

The library is still waiting for Lime Energy to begin the replacement of the lighting.

The committee has received its first roofing replacement quote. A virtual meeting was held with the company in order to gain more detailed information regarding the quote. In addition, a second quote was provided for some immediate recommended roofing repairs to address the present roof leaks.

DPW received a quote to replace the rotting wood fencing around the HVAC units with coated metal fencing. This project was recently completed. DPW recommends the removal of a large tree that leans over the library and could be the cause of gutter issues. In addition, a quote will be provided to replace the broken cement walkway behind the library.

**Director Report and Staff Reports:** Highlights of the report included the following: The director met with the president of CLL and Friends and discussed future CLL and Friends programs and activities.

DPW was commended for how the painting of the library meeting rooms, second floor hallway, the stairwell and the lobby turned out.

The accordion divider doors in the meeting rooms have been tuned up.

Appointments for indoor browsing have been eliminated. The average number of patrons browsing has increased slightly.

Union contract negotiations with the state mediator are on-going with the next session planned for May.

Virtual programs including exercise classes, Paint Night, Great Estates Pubic Gardens and Story Time are well attended.

Report is filed as presented.

**Action Items:** None

**New Business:** The Capital Improvement committee held virtual meetings with three companies that were contacted to provide quotes for the flooring project. This provided the opportunity to review their proposals, address concerns, and answer questions.

The committee narrowed the selection to two possible companies to contract for this project, Hannon and Commercial Interiors. The trustees reviewed, discussed and compared the specifications and costs for each of these company's state contract proposals and quotes for completing this project. After a thorough discussion and review of the description and cost of the companies' proposals, it was recommended to contract Hannon.

A motion was made by P. Giordano and second by J. Horton to contract Hannon for the flooring project at a cost of \$30, 528.59 Unanimous approval.

A discussion was held regarding consideration to move to the next phase of the library's reopening plan. After a thoughtful dialogue, the decision was made to advance to the next phase of the reopening plan with more movement for patrons in the library.

Key elements are as follows:

- The library hours will return to those prior to the pandemic.
- Staff will no longer work in shifts.
- Programming will remain virtual.
- Second floor children's department will reopen to the public.
  - Toys, stuffed animals, etc. will not be available.
- Meeting rooms will remain closed.
- Patrons may browse without appointments.

**Old Business:** None

**Public Comments:** None

The motion to adjourn was made at 8:30 p.m. by P. Giordano; second by D. DiGiuseppe .

Respectfully Submitted,

William P. Saks