

Minutes of the Kinnelon Public Library Board of Trustees, December 15, 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, S. Ott, A. Vosatka, D. DiGiuseppe

**Absent:** Mayor J. Freda

**Approval of the Minutes:** Motion by J. Horton; second by V. Russo 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 December Bills:** Motion by P. Giordano; second by J. Horton. Unanimous approval.

**Informational Discussions Including Sub Committee Updates.**

**CLL and Friends Report:** Effective January 1, 2022 upon the current Friends president's retirement, the following board members will be the newly appointed officers: president Linda Farmer, vice president Chuck Foley, and treasurer Mary-Esther Arther. The present Friends president initiated the spring CLL semester to provide more time for the director and program specialist to review and plan for the CLL transition to the library's responsibility. Following the 2022 spring semester, the library will assume the management, responsibility and accountability of the CLL program including planning, implementation, and evaluation.

Evaluations for the present CLL semester are in the process of being reviewed by the CLL class coordinator, current Friends president, newly appointed Friends president and the director.

**Borough Liaison:** The boilers in borough hall are in the process of being replaced and upgraded.

The "Drive by Santa" event on December 3<sup>rd</sup> was well attended.

**Kinnelon Library Legacy Foundation:** A discussion was held regarding the possibility of engaging Sobel Bixel, an independent fundraising management consulting firm. This firm delivers organizational and fundraising guidance for the development, planning and management of major gift campaigns for non-profits. In order to learn more about the firm and its understanding, philanthropy and the dynamics of fundraising, the director and president will attend an upcoming M.A.I.N. webinar presented by Sobel Bixel.

An update on the progress of the internet book sales was reviewed. The cataloguing of the Kennedy White House collection of books was recently completed and books have been posted for sale on line.

The Foundation financial account signatories have been updated.

**Personnel SubC:** Discussions were held regarding the library boiler replacement and its impact on programs and activities during the installation process. The decision was reached to close the library while the installation occurs due to cold weather and since there would be no heat in the library. A professional development activity will occur on line for employees at this time.

**Finance SubC:** The November year to date budget report was reviewed. It is expected to end the year with a positive return to reserve. A sizeable borough appropriation is still outstanding. It is anticipated this appropriation will take place in the first quarter of 2022.

The 2022 budget will be presented to the board in January.

Plans are to transfer the present financial data in the Cloud version to QuickBooks. Once this has occurred the interface will be reviewed for accuracy and acceptability.

**Capital Improvement SubC:** The committee agreed to have David Vinjamuri, space auditor, begin the audit process for planning, updating, and future renovating of library space. The first step in this process occurred on November 30<sup>th</sup>.

**Director Report and Staff Reports:** Highlights of the report included the following:

The installation by Challenger Fencing of the new playground fencing has been completed.

New signage has been ordered for the second floor of the library.

The installation and upgrading of the library boilers originally scheduled for December 6<sup>th</sup> has been rescheduled and will take place this week.

The NJ State Library Construction Bond Grant results were announced. Although a grant application was submitted on June 3, 2021 requesting funds to replace the library's roof, we were not one of the awardees.

**Action Items:** Board meeting dates for 2022 were reviewed and discussed.

Motion to approve the Board meeting dates as listed for 2022 by P. Giordano; second by J. Horton with unanimous approval.

Library Closings 2022 for were reviewed and discussed.

Motion to approve the library closures as stated in the union contract for 2022 by P. Giordano; second by J. Horton with unanimous approval.

Resolution 2021-8 M.A.I.N. Annual Membership Agreement

The motion was made by P. Giordano; seconded by J. Horton to approve Resolution 2021-8 as presented below. Unanimous approval.

**RESOLUTION 2021-8**  
**M.A.I.N. ANNUAL MEMBERSHIP AGREEMENT**

**WHEREAS** M.A.I.N. (Morris Automated Information Network) was created by a group of libraries for the purposes of supplementing and enhancing a computerized integrated library system (“ILS”) for member libraries; and

**WHEREAS** the members of M.A.I.N. are libraries who are willing to share with other members of M.A.I.N. (hereinafter called the “Members”) all or parts of their individual collections for reciprocal borrowing; and

**WHEREAS** M.A.I.N. is a cost-effective method of increasing availability of materials to the patrons of the Members; and

**WHEREAS** pursuant to the Bylaws of M.A.I.N., each Member is asked to annually confirm their agreement to be a member of M.A.I.N. and to abide by the Bylaws, policies, and procedures of M.A.I.N.:

**NOW THEREFORE BE IT RESOLVED** that the Library Board of Trustees of the Kinnelon Public Library, (hereinafter “Library”)

1. Confirms that the library meets the qualifications of membership set forth in the Bylaws of M.A.I.N.; and
2. Agrees that the Library shall renew its membership in M.A.I.N. effective January 1, 2022; and
3. Agrees to release and hold harmless M.A.I.N. and its employees and contractors from any liability results from acts of the Member, other Members, and any third parties; and
4. Agrees that the Library shall abide by the Bylaws, policies and procedures of M.A.I.N.

The Secretary of the Library’s governing body and the Library Director has signed below confirming the above resolutions were approved at a properly held meeting of the Library Board of Trustees (or appropriate governing body held on:

December 15, 2021

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Kimberly Fraone, Library Director

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William Saks, Secretary, Library Board of Trustees

**New Business:** None

**Old Business:** None

**Public Comments:** Jo Sippie Gora shared that she thoroughly enjoyed attending the trustee meeting and appreciates how well the meeting is structured, organized and presented.

The motion to adjourn was made at 8:36 p.m. by P. Giordano; second J. Horton .

Respectfully Submitted,

William P. Saks