

**HUNTERDON COUNTY LIBRARY COMMISSION
HUNTERDON COUNTY LIBRARY
314 STATE ROUTE 12
FLEMINGTON, NEW JERSEY
February 19, 2010**

The regular meeting of the Hunterdon County Library Commission was called to order at 9:08 a.m.

ATTENDANCE

Thomas Valasek, Kenneth Jagel, William Newitt, Nouhad Jensen, Peter Craig, Library Director Mark Titus, Freeholder Ron Sworen.

OPEN PUBLIC MEETING ACT

Read by Thomas Valasek.

COMMENTS FROM THE PUBLIC

Jean Allured-Sujet reported on the Friends.

- They are acquiring items with money allocated from last year's book sale including a curtain to cover the whiteboard and an electronic screen for the Headquarters meeting room.
- \$4,000.00 has been allocated for summer plants and a plaque for the Friends Garden.
- They are organizing for the book sale. Book drives will be held every weekend in March.

There was a question on an item in the Freeholder minutes from several months back regarding the County's plans to regulate County Friends organizations. Freeholder Sworen reported the Friends of the Library will be kept separate from this and may be used as a model.

COMMENTS FROM MEMBER LIBRARIES

None.

MINUTES OF THE PREVIOUS MEETING

Peter Craig moved approval of the January 15, 2010 reorganization and regular meeting minutes. William Newitt seconded. Motion carried.

DIRECTOR'S REPORT

- The State no longer provides tax forms for the public. Federal forms are on display in the library.
- The Friends of the Library are planning their book sale.
- E-books can now be accessed through the library website.
- Some databases have been eliminated due to cutbacks at the State Library.

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DIRECTOR'S REPORT (cont.)

- State Aid may be cut back this year. We are below the required minimum for staffing and hours of training. The Library Commission would like to see staff training and education pursued this year both for personal development and to meet State Aid requirements.
- Displays have been set up spotlighting recently deceased authors.
- Inventory is currently being done on portable computers.
- The new schedule allows more staff to be scheduled on the lower level.

The Library Commission suggested that a message could be added to the answering machine instructing patrons to refer to the library website for hours of operation during inclement weather. An IT staff member can update the website from their home and possibly the electronic signboard by Route 12 as well.

- Staff has been reorganized after Barbara Riesenfeld's retirement. Lee Comella is scheduling circulation staff at both Headquarters and North County.
- Youth Services had to eliminate one story time and two Tweens programs. They are still able to offer seven programs a week at Headquarters and thirteen programs a week at North County.
- The Oh Freedom! exhibit will be coming in March. It spotlights the contributions of African Americans during the American Revolution.

CORRESPONDENCE

1. Letter to Mark Titus from Bill Dolan, dated January 26, 2010, regarding librarian Mary Noone-Kozakewicz.

FINANCIAL REPORT

Kenneth Jagel reviewed the vouchers and found them to be in order. Kenneth Jagel moved approval. Peter Craig seconded. Motion carried.

OLD BUSINESS

None.

NEW BUSINESS

Staff transitions

Assistant Library Director Floyd Saums will be retiring at the end of March and Mr. Titus is beginning the staff transitions now. Internal procedures will be streamlined whenever possible.

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NEW BUSINESS (cont.)

Adrienne Gardner will be managing Extension Services and South County Branch in addition to Youth Services.

Kristin Momberg will be taking over acquisitions.

Mark Titus will be working with the affiliated libraries.

PERSONNEL RESOLUTIONS

None.

EXECUTIVE SESSION

The Library Commission went into executive session at 10:10 a.m. to discuss legal matters. The Library Commission came out of executive session at 11:40 a.m. and adjourned.

ADJOURNMENT

The Library Commission adjourned at 11:40 a.m.

Kathleen Connors
Secretarial Assistant