

**HUNTERDON COUNTY LIBRARY COMMISSION
HUNTERDON COUNTY LIBRARY
314 STATE ROUTE 12
FLEMINGTON, NEW JERSEY
November 21, 2014**

The regular meeting of the Hunterdon County Library Commission was called to order at 9:03 a.m.

ATTENDANCE

Jean Allured, Tom Valasek, Nouhad Jensen, William Newitt, Library Director Mark Titus. Absent: Peter Mustardo.

OPEN PUBLIC MEETING ACT

Read by Jean Allured.

COMMENTS FROM THE PUBLIC

Barbara Sachau commented on the library closing on October 24 for the day and the half-day closing this past April for staff training. She feels it is a loss to the community for the library to be closed for staff training.

Ms. Sachau reported that tutoring goes on in the library, particularly in the reading area, and the noise level can be distracting. These sessions should be conducted on the lower level away from the public.

Library Commission Chairwoman Jean Allured stated that she acknowledges Ms. Sachau's opinion regarding the library closing for staff training. However, the Library Commission supports these training day closings so all staff can attend and it will continue.

Supervising Librarian Jennifer Winberry stated that if people are too loud it should be reported to the Reference Desk.

Ms. Sachau would like to see tutoring and noise levels be written into policy so that patrons reporting the noise issues will not have to be considered the "bad guys."

Ms. Allured stated that we encourage tutoring to take place in the library and reiterated that if someone is too loud to report it to staff.

Mr. Titus believes that for the most part the tutors do try to stay away from the general library users, including meeting on the lower level.

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COMMENTS FROM THE PUBLIC (cont.)

Ms. Sachau left the meeting but returned a minute or two later to comment on the elevators and fountains not working. Mr. Titus explained the situation with the water and that a service call had been placed for the elevators.

COMMENTS FROM MEMBER LIBRARIES

None.

REPORT FROM THE FRIENDS

Mr. Titus reported that a group from the library has met with representatives from the Friends to review the budget and expenditures. This group will meet quarterly with the Friends to minimize any miscommunications.

William Newitt entered the meeting at 9:10 a.m.

MINUTES OF THE PREVIOUS MEETING

Thomas Valasek moved approval of the October 17, 2014 meeting minutes. William Newitt seconded. Motion carried.

DIRECTOR'S REPORT

- Claudia Monte from CAM returned to give a presentation to the staff on stress management on staff development day. Ms. Monte was well received and will be presenting a program to the Buildings and Maintenance Department in the near future.
- We have been highly impressed with Justin Tibbetts, who was recently hired as Division Head for Buildings and Maintenance. Mr. Titus explained some previous building issues we have experienced and Mr. Tibbetts has been instrumental in moving things along.
- Mike Niznik, County insurance and worker's compensation representative, spoke to the staff on safety in the library on staff development day. Kathleen Connors reviewed the updated emergency procedures policy with the staff. Ms. Monte will be returning in the spring to conduct supervisor training.
- Youth Services programs are going well. We have pictures and projects from youth on display at the branches.

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DIRECTOR'S REPORT (cont.)

- Several staff members are advocating a maker space in the library. Mr. Titus is open to this, but not necessarily in favor of purchasing a 3-D printer due to the cost and upkeep. He would like to see community businesses coming into the library (bike repairs, as an example) and work more with the public on this enterprise. Mr. Titus stated to the commission that Kathleen Connors has been an advocate of maker spaces for quite some time and invited her to address the commission on what she has learned about them over the past couple of years. Ms. Connors will also forward some information on maker spaces to the commission.

Ms. Allured reminded the commission that they still have over an hour of training left to meet their annual requirements. Ms. Connors will resend the links to TED Talks for the commission to view.

- South County Branch staff has been working on bringing more people into the branch and has rearranged the furniture to make the branch more welcoming.
- The Art Show generated a letter of appreciation from a patron.
- The Photography Show was another success.
- Technical Services is wrapping up another year and keeping everyone on track.
- The Bookmobile recently attended Glen Gardner's Women's Club annual fall festival.
- We now have all three tricentennial panels from artist Paul Jennis. We will have to decide where they will be permanently displayed.

CORRESPONDENCE

1. Email from Lou Granados to Mark Titus, dated November 11, 2014, regarding North County Branch.
2. Memorandum to the Hunterdon County Board of Chosen Freeholders from Mark Titus, dated November 17, 2014, regarding Library Commissioner Peter Mustardo.

FINANCIAL REPORT

Mr. Titus met with the new Finance Director, Beth Schermerhorn, to go over some of his concerns and to review the audit report with her. The balance sheets we used to get were done manually by an employee. We will most likely be getting the same reports given to other County departments in the future.

Tewksbury wants to use their reserves to purchase a generator. Mr. Titus reminded them it cannot be a permanent installation. Tewksbury is to submit more information.

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FINANCIAL REPORT (cont.)

Mr. Titus spoke to Finance about a referendum on the library tax. This is the first year we are able to be proactive in the budget process.

Mr. Valasek suggested that this would be a good time to look at our budget process and expenditures.

Mr. Titus stated that we are gradually being rolled into the County financial reporting system, beginning with payroll.

Mr. Titus reviewed the vouchers and found them to be in order. He commended Stacy Whitelaw, Assistant Supervisor of Accounts, for her excellent work in keeping the expenditures in order.

Thomas Valasek moved approval. William Newitt seconded. Motion carried.

NEW BUSINESS

Greater Raritan Workforce Investment Board

The Greater Raritan Workforce Investment Board is based out of Somerset County and Hunterdon has not had much of a presence. A satellite office is now opening up at Gauntt Place on Route 31. We were given two laptops and two widescreen televisions by the GRWIB in the past for programs. The new director met with Mr. Titus, who gave him the two laptops back and one television will also be given back.

OLD BUSINESS

Computers

We are working with IT to get more computers. IT purchased 35 computers through their capital budget and is in the process of installing them. Sixty-seven more will be requested in their capital budget for the branches and affiliates next year.

OPAL

Thomas Valasek commended Kathleen Connors for her work on the OPAL disaster recovery plan.

The County has installed a generator at North County Branch and will be installing another one at the Route 12 Complex.

Walkway

Mr. Titus raised the issue of the walkway at a recent Risk Management meeting. He is concerned about people coming in the side entrance where the door is heavy, the hallway is narrow and there is a flight of stairs going down. It would be too difficult to maneuver for wheelchairs and strollers. He told those at the meeting that if the sidewalk cannot be done half at a time in order to maintain access to the front doors, the library would have

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OLD BUSINESS (cont.)

to be closed for the duration of the project. George Wagner instructed Mr. Titus to work with Frank Bell and Justin Tibbetts on this issue.

PERSONNEL RESOLUTIONS

Nouhad Jensen moved approval of the following personnel resolution:

Part-time Library Assistant Jennifer Schaefer be released from her position, effective November 15, 2014.

Part-time Library Associate Cynthia Boyer be removed from her position, effective December 31, 2014.

EXECUTIVE SESSION

None.

ADJOURNMENT

The meeting adjourned at approximately 11:47 a.m.

Kathleen Connors
Secretarial Assistant