

**HUNTERDON COUNTY LIBRARY COMMISSION  
HUNTERDON COUNTY LIBRARY  
314 STATE ROUTE 12  
FLEMINGTON, NEW JERSEY  
October 17, 2014**

The regular meeting of the Hunterdon County Library Commission was called to order at 9:05 a.m.

**ATTENDANCE**

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

**OPEN PUBLIC MEETING ACT**

Read by Jean Allured.

**COMMENTS FROM THE PUBLIC**

None.

**COMMENTS FROM MEMBER LIBRARIES**

None.

**REPORT FROM THE FRIENDS**

Mr. Titus inquired about the gallery lights. That discussion has been tabled until the next board meeting of the Friends.

The library expects a donation from another organization for the lights in the gallery. The triptych will be unveiled in the gallery next month and we do not have a permanent place on the main level to display it.

**MINUTES OF THE PREVIOUS MEETING**

Thomas Valasek moved approval of the September 19, 2014 meeting minutes. Peter Mustardo seconded. Motion carried.

**DIRECTOR'S REPORT**

- We have quite a few organizations who do volunteer work for the library. The Center for Educational Advancement is encouraging County agencies to use their volunteers.
- Library Card Month was a success, with 40 businesses taking part this year.
- The bookmobile stops at the bank in Pittstown and participates in many community events, promoting the library and handing out library card applications.
- Homeschoolers hold board game days at North County Branch twice a month as a way to socialize the students.

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**DIRECTOR'S REPORT** (cont.)

- We are still in line to receive several new computers. Currently, there is a backlog in IT.
- Reference is doing weeding.
- Databases are being used by patrons and could be used as a great marketing tool.

**CORRESPONDENCE**

None.

**FINANCIAL REPORT**

Mr. Titus reviewed and approved the vouchers.

We still do not have balance sheets for this year. We will shortly be working on capital and operating budgets. We hope to get our system integrated into the County system. Several staff members will be attending training on the new time keeping system on October 23.

Thomas Valasek moved approval of the financial report. Peter Mustardo seconded. Motion carried.

**NEW BUSINESS**

Day after Thanksgiving

We have been open the day after Thanksgiving for many years, even though the rest of the County offices are closed. We have had trouble getting people willing to work that day, and it has traditionally been a slow day. Given those circumstances and the fact that we are open the Saturday and Sunday after Thanksgiving, Mr. Titus would like to close the library the day after Thanksgiving from here on.

Thomas Valasek moved that the library be closed the day after Thanksgiving, beginning this year. William Newitt seconded. Motion carried.

Emergency procedures

We will be discussing emergency procedures at the upcoming Professional Development Day. Kathleen Connors explained the OPAL (One Page All Libraries) course she participated in over several weeks this past spring. OPAL is a service continuity plan that aids in getting library services up and running quickly in the event of a disaster. The commission requested a copy of the finished plan for their next meeting.

Professional Development Day

The library will be closed on October 24 for staff Professional Development Day, which will be held at North County Branch. Claudia Monte from CAM Consultants will

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**NEW BUSINESS (cont.)**

speaking to the staff on stress management in the morning. Mike Niznik, the County workers compensation and insurance representative, will speak to the staff on safety after lunch. County Human Resources Director, Catherine Kopec, has been invited to attend and may be stopping by in the afternoon. A Code Adam drill will be conducted.

**OLD BUSINESS**

Training

Ms. Allured reminded everyone to watch at least two TED Talks in order to get the remainder of the required training hours.

Front Walkway

The walkway is now in the hands of Frank Bell and will probably be done in the spring, although we have not received any official word. Mr. Titus and his staff are concerned about getting patrons into the building during the project. We have been told they do not intend to do half of the walkway at a time, and patrons – including those in wheelchairs and pushing strollers – will have to come in through the side doors. We would have to do structural modifications beforehand to make this work or, the most likely scenario, close the library during this period.

The Library Commission would like to know why half of the walkway cannot be done at a time in order to allow patrons front door access. Mr. Titus will speak to County Chief of Staff, George Wagner, about the state of the library during the walkway renovation.

East Amwell

We have not heard back from them yet regarding their proposal for South County Branch.

**PERSONNEL RESOLUTIONS**

Thomas Valasek moved approval of the following personnel resolution:

Helen Friga be released from her position of part-time Library Assistant, effective November 1, 2014.

**EXECUTIVE SESSION**

The Library Commission went into executive session at 10:11 a.m. to discuss legal and personnel matters. The commission came out of executive session at 11:00 a.m.

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**ADJOURNMENT**

The meeting adjourned at approximately 11:00 a.m.

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Kathleen Connors  
Secretarial Assistant