

**HUNTERDON COUNTY LIBRARY COMMISSION
HUNTERDON COUNTY LIBRARY
NORTH COUNTY BRANCH
65 HALSTEAD STREET
CLINTON, NEW JERSEY
APRIL 17, 2015**

The regular meeting of the Hunterdon County Library Commission was called to order at 9:04 a.m.

ATTENDANCE

Jean Allured, Thomas Valasek, Nouhad Jensen, William Newitt, Peter Mustardo, Library Director Mark Titus, and Freeholder John Lanza.

OPEN PUBLIC MEETING ACT

Read by Jean Allured

COMMENTS FROM THE PUBLIC

None.

COMMENTS FROM MEMBER LIBRARIES

None.

NEW BUSINESS

Victoria Bennett from YMCA Camp Bernie addressed the commission regarding a bus stop at North County Branch Library.

Parents in Clinton have expressed an interest in a local stop for the camp buses during the summer months. Ms. Bennett requested permission for a bus to pick up and drop off Camp Bernie children beginning June 22 through August 21.

Ms. Bennett explained to the commission that the children would be picked up at the library beginning at approximately 7:55 a.m. and the process would take ten to fifteen minutes. At the end of the day the children would be dropped off at approximately 4:40 to 4:55 p.m. Ms. Bennett further stressed that no child would be left unattended at any time under any circumstances. Children not picked up by their parents in a timely manner will be transported back to camp.

The commission discussed their concerns regarding afternoon traffic flow and parking during the summer months. It was agreed that the traffic and the parking will be okay as long as the bus driver is willing to work with us.

Thomas Valasek moved approval of Camp Bernie using North County Branch for bus pick up and drop off during the summer months. William Newitt seconded. Motion carried.

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REPORT FROM THE FRIENDS OF THE LIBRARY

Jean Allured reported on behalf of the Friends.

- The set up for the South County Park for the annual book sale starts on April 19. The book drive begins on April 25 and the preview sale has sold out.
- Members of the Finance Committee recently met with key library staff to go over the budget.

MINUTES OF THE PREVIOUS MEETING

Peter Mustardo moved approval of the January 16, 2015 meeting minutes. Nouhad Jensen seconded. Motion carried.

EXECUTIVE SESSION

The Library Commission went into executive session to discuss contracts and personnel at 9:35 a.m.

The Library Commission came out of executive session at 10:09 a.m. and continued with their regular meeting.

Freeholder Lanza left the meeting at 10:09 a.m.

DIRECTOR'S REPORT

- Library staff member Jennifer Heater passed away on April 14. She will be missed by us all.
- Supervising Librarian Jennifer Winberry addressed the commission on the May 16 ComicFest. Shop Rite of Flemington was asked to provide sandwiches and the Friends are sponsoring the rest.
- We had a very successful Makers Day in March. We had the highest attendance in the state.
- We are no longer part of the Digital Library New Jersey consortium.
- The café at Headquarters is nearly finished. New furniture has been purchased for it.

CORRESPONDENCE

1. Letter to Mark Titus from Denise B. Doolan, Clerk of the Board, dated February 18, 2015, regarding the use of South County Park for the annual book sale.
2. Memo to Denise B. Doolan, Clerk of the Board, from Mark Titus, dated February 20, 2015, regarding a waiver for the Friends of the Library.
3. Letter to Denise B. Doolan, Clerk of the Board, from Victoria Bennett, Executive Director of YMCA's Camp Bernie, copy given to Mark Titus, dated February 23, 2015, regarding bus drop off and pick up at North County Branch Library.

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CORRESPONDENCE (cont.)

4. Letter to Mark Titus from Ann Marie Queeney, dated February 5, 2015, regarding staff member Dana Neubauer.
5. Letter to Ann Marie Queeney from Mark Titus, dated February 11, 2015, regarding staff member Dana Neubauer.
6. Handwritten note from Jane Bauman to staff member Rosemary Francone, copy given to Mark Titus, note not dated, regarding assistance given.

FINANCIAL REPORT

Mr. Titus reviewed the vouchers and found them to be in order.

We are on the new Edmunds system now. It is much easier to read and track purchase orders with this system. We can now see balances in our reserve funds.

The County CFO has recently resigned, so there is still some transitioning going on. The Freeholders put money in our budget for the annual audit.

Thomas Valasek moved approval of the financial report. William Newitt seconded. Motion carried.

NEW BUSINESS

December closing

Mr. Titus requested that the library be closed on Saturday, December 26. All staff members will work Monday through Friday during that week.

Nouhad Jensen moved approval of the closing of the library on December 26, 2015. Peter Mustardo seconded. Motion carried.

Copiers/printers

Mr. Titus wishes to use money in our copier reserve fund to purchase a copier/printer for Headquarters Youth Services. They are currently using a printer on loan from the IT department. He would also like to purchase the same model for the Administration office. The total for the two machines will be just under \$3000.00.

Mr. Titus would also like to purchase a printer to replace the one used by Jim Thatch at a cost of approximately \$12,000.00. All of these machines will be on the Ditto contract.

William Newitt approved the purchase of the three copiers. Thomas Valasek seconded. Motion carried.

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OLD BUSINESS

Front walkway

A black rubber mat has been put down as a temporary fix to the pavement, which has broken up even more this past winter. We are still expecting the repair to begin sometime in the spring. North County will also undergo repairs to the sidewalks.

The plan is still to complete the Headquarters walkway in one pour. A door has been ordered to be installed in the side entrance by the vending machines, and traffic will be directed through there during the project. An automatic opener will be installed in this door.

PERSONNEL RESOLUTIONS

Thomas Valasek approved the following personnel resolutions:

Susan Fink be hired for the position of part-time (19 hrs./wk.) Librarian, effective March 17, 2015.

Part-time Library Assistant Linda Hansen's hours be reduced from 18 to 14 hrs./wk., effective April 1, 2015.

Jean Allured seconded. Motion carried.

Jean Allured requested library usage statistics for the next meeting. Ms. Allured would also like to see training for the commissioners on future agenda.

EXECUTIVE SESSION

The Library Commission went into executive session at 10:45 a.m. to discuss contracts. The commission came out of executive session at 10:47 a.m.

ADJOURNMENT

The meeting adjourned at 10:47 a.m.

Kathleen Connors
Secretarial Assistant