

**HUNTERDON COUNTY LIBRARY COMMISSION
HUNTERDON COUNTY LIBRARY
314 STATE ROUTE 12
FLEMINGTON, NEW JERSEY
JANUARY 16, 2015**

The reorganization meeting of the Hunterdon County Library Commission was called to order at 9:13 a.m.

ATTENDANCE

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

OPEN PUBLIC MEETING ACT

Read by Thomas Valasek

ELECTION OF OFFICERS

Thomas Valasek moved to retain the current slate of officers.

Jean Allured – Chairwoman

Thomas Valasek – Vice Chairman

Nouhad Jensen seconded. Motion carried.

The Library Commission will continue to meet on the third Friday of every month, with the exception of May, when the meeting will be held on the fourth Friday. All meetings will be held at the Headquarters Library with the exceptions of April and September, when the meetings will be held at the North County Branch Library.

The regular meeting session began at 9:16 a.m.

COMMENTS FROM THE PUBLIC

None.

COMMENTS FROM MEMBER LIBRARIES

None.

MINUTES OF THE PREVIOUS MEETING

Nouhad Jensen moved approval of the November 21, 2014 meeting minutes. Peter Mustardo seconded. Motion carried.

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DIRECTOR'S REPORT

- There was an increase in the number of adult programs at North County Branch in 2014.
- The holiday programs were well received. There were roughly 44 entries in the Gingerbread competition this year.
- The Tricentennial mural was mounted on the wall behind the circulation desk at Headquarters.
- Technical Services and the Assistant Supervisor of Accounts were kept busy with the end of year orders.
- We are doing more with Teens and Tweens programming at Headquarters and North County Branch.
- We continue to put money into e-books and audio books. Our contract will be up with Digital Library New Jersey at the end of February and we will then be on one system.

CORRESPONDENCE

1. Letter to Librarian Karen Lewis and Library Clerk Driver Karen Case, copy given to Library Director Mark Titus, from the Lebanon Borough School Library, dated December 16, 2014, regarding a visit to their school.
2. Letter to Library Director, Mark Titus, from Jane and Sylvia Miller, dated December 21, 2014, regarding Librarian Dana Neubauer.
3. Letter to Jane and Sylvia Miller from Library Director Mark Titus, dated January 6, 2015, regarding Librarian Dana Neubauer.
4. Letter to Librarians Dana Neubauer, Mary Noone-Kozakiewicz, and Jane Ricketts, copy given to Library Director Mark Titus, from Anthony Pasquine, Curator of Native Plants at the Pohatacong Native Arboretum, undated, regarding North County Branch Library.

FINANCIAL REPORT

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

We are now tied into the same reporting system as the rest of the county offices. This gives library administration more input into the system.

We are still working without a balance sheet. Mr. Titus is working with Finance on this.

The budget is due on January 19, 2015.

William Newitt moved approval of the finance report. Nouhad Jensen seconded. Motion carried.

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OLD BUSINESS

Generator for Tewksbury

Mr. Newitt questioned why Tewksbury can have a generator, but not a permanent one.

Mr. Titus stated that a member library can use their reserve funds to purchase furniture, for example, but they cannot use the funds for capital improvements, such as a new roof.

Mr. Valasek stated that it should be easy to separate the cost of the generator from the cost of wiring it to the building. Mr. Titus questioned who would be responsible for the maintenance of the generator if it is purchased with reserve money.

NEW BUSINESS

2015 budget

Mr. Titus presented the 2015 budget worksheet and went over some key items.

Jean Allured entered the meeting at 10:02 a.m.

There was a 2% increase in the salaries and wages line.

Benefits dropped significantly due to more of the cost being shifted to the employees.

There is a 24% increase in on-line services in order to build up the e-books and audio books collection.

The goal was to keep the budget as flat as possible.

The County may be doing in-house training in the future and we may be able to take advantage of that. In the meantime, we will continue with our own in-house training in the coming year.

Ms. Allured questioned why there is no money in conferences and meetings. The Library Commission encouraged Mr. Titus to have a conversation with the County Administrator regarding the policy for conferences.

William Newitt moved approval of the budget as submitted. Thomas Valasek seconded. Motion carried.

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REPORT FROM THE FRIENDS

Jean Allured reported that there was a Friends Board meeting the previous night and they are operating on a fiscal budget year of July 1 – June 30.

The book sale was always a five and a half week project, but this year it will be a two and a half week project. The book drive will be for one weekend only at the end of April and the sale will be the first weekend in May. April 20 is the earliest the Friends can get into the fair grounds.

NEW BUSINESS (cont.)

Conduct in the Library policy

There is a revision regarding smoking. The policy now states that e-cigarettes, tobacco products (smoking or chewing) and vapor pens are not permitted.

Thomas Valasek moved approval of the revisions. Jean Allured seconded. Motion carried.

PERSONNEL RESOLUTIONS

None

EXECUTIVE SESSION

The Library Commission went into executive session at 11:01 a.m. to discuss contracts and personnel matters. They came out of executive session at 12:20 p.m.

ADJOURNMENT

The meeting adjourned at 12:20 p.m.

Kathleen Connors
Secretarial Assistant