

**HUNTERDON COUNTY LIBRARY COMMISSION
HUNTERDON COUNTY LIBRARY
NORTH COUNTY BRANCH
65 HALSTEAD STREET
CLINTON, NEW JERSEY
NOVEMBER 20, 2015**

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

ATTENDANCE

Jean Allured, William Newitt, Nouhad Jensen, Peter Mustardo, Library Director Mark Titus, Assistant Library Director Jennifer Winberry. Absent: Thomas Valasek, Freeholder John Lanza.

OPEN PUBLIC MEETING ACT

Read by Jean Allured

COMMENTS FROM THE PUBLIC

None.

COMMENTS FROM MEMBER LIBRARIES

None.

REPORT FROM THE FRIENDS OF THE LIBRARY

None.

MINUTES OF THE PREVIOUS MEETING

Peter Mustardo moved approval of the October 16, 2015 meeting minutes. William Newitt seconded. Motion carried.

DIRECTOR'S REPORT

- Statistics were supplied for downloads. The year-to-date figure is 37,689. Mr. Titus and Mrs. Winberry discussed publisher licenses.
- The annual photo show was recently held at Headquarters. This has become more popular each year.

CORRESPONDENCE

1. Email to Mark Titus from Terese Catanach and family, dated November 12, 2015, praising library assistant Yamiris Marcano.

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The North County Branch building was recently hit by a car. The driver and passenger were not seriously injured and the building sustained a few scratches.

An apartment building is slated to be constructed next to the North County Branch Library.

The plantings in front of North County Branch have been pulled. There were issues with tall grasses blocking views of patrons exiting the parking lot.

FINANCIAL REPORT

Mr. Titus found the library expenses to be in order. We are now reviewing purchase orders as they are being generated. Mr. Titus is able to pull detailed reports from Edmunds.

The 2016 operating budget is due December 28. Mr. Titus will be using Edmunds to put the budget together, and will send out a draft to the commissioners in December. The Freeholders want a flat budget.

We are done paying for North County Branch construction and will now begin paying off the Headquarters renovation.

Mr. Titus discussed library revenue, and would like the library tax to be part of the budget discussion.

The capital budget is due December 14. Mr. Titus would like to address carpeting and painting for North County Branch Library. Capital items will most likely be addressed through requests to other departments, such as Buildings and Maintenance.

Mr. Titus initiated a discussion on the use of reserve funds to supplement the library's operating budget. The Library Commission decided to table this topic until a later date.

Nouhad Jensen moved approval of the Financial Report and library expenditures. William Newitt seconded. Motion carried.

NEW BUSINESS

None.

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PERSONNEL RESOLUTIONS

Peter Mustardo approved the following personnel resolution:

Marilyn Goktuna be released from her position of Senior Library Assistant, effective January 1, 2016.

Nouhad Jensen seconded. Motion carried.

EXECUTIVE SESSION

The Library Commission went into executive session at 10:00 a.m. to discuss personnel matters.

The Library Commission came out of executive session at 10:21 a.m. and returned to open session.

OLD BUSINESS

The Library Commission viewed a TED Talk by Mac Barnett, *Why a Good Book is a Secret Door*.

The library commission will not be meeting in December. The January meeting will take place at Headquarters.

ADJOURNMENT

The meeting adjourned at 10:51 a.m.

Kathleen Connors
Administrative Secretary