

**HUNTERDON COUNTY LIBRARY COMMISSION
HUNTERDON COUNTY LIBRARY
314 STATE ROUTE 12
FLEMINGTON, NEW JERSEY
FEBRUARY 12, 2016**

The reorganization meeting of the Hunterdon County Library Commission was called to order at 9:01 a.m.

ATTENDANCE

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

OPEN PUBLIC MEETING ACT

Read by Jean Allured

ELECTION OF OFFICERS

Thomas Valasek moved the slate of officers remain the same as the previous year.

Jean Allured: Chair

Thomas Valasek: Vice-chair

Peter Mustardo seconded. Motion carried.

SETTING OF 2016 MEETING DATES

The Library Commission will continue to meet on the third Friday of every month. The March meeting will be held at Headquarters and the commission will thereafter alternate locations between Headquarters and North County Branch.

The reorganization meeting adjourned at 9:04 a.m. and the regular meeting began.

COMMENTS FROM THE PUBLIC

None.

COMMENTS FROM MEMBER LIBRARIES

None.

REPORT FROM THE FRIENDS OF THE LIBRARY

Jean Allured reported for the Friends

- The mailing for the book sale went out on Monday, February 8.
- A general membership meeting was held on February 4.
- John and Cheryl Gulish will continue to maintain the gardens. It was suggested that a volunteer could be used to clean up the stray sticks and branches in the front of North County Branch.

Library Commission meeting minutes
February 12, 2016

William Newitt entered the meeting at 9:06 a.m.

MINUTES OF THE PREVIOUS MEETING

Peter Mustardo moved approval of the November 20, 2015 meeting minutes. Thomas Valasek seconded. Motion carried.

DIRECTOR'S REPORT

- The knitting group meeting at the library has made up quite a few hats that were donated to Veterans Haven North.
- Staff development day, held this past October, went well and another is planned for May. We have asked staff to come up with ideas on how to better serve patrons.
- The bookmobile has lost a couple of its stops, but we are hoping to have a place for it in Bloomsbury soon.
- We sent out 555 Welcome Packets into the community in 2015.
- Our volunteer program continues to be successful.
- We will receive a Local Arts Program (LAP) grant in the amount of \$6,000.00.
- We have expanded our eBook and audiobook collection.
- Maker's Day will be expanding this year.

CORRESPONDENCE

1. Letter to Linda Zdepski from Jenny Wilson, dated January 5, 2016, regarding efforts on behalf of homeless veterans.

Jean Allured left the meeting at 9:27 a.m.

FINANCIAL REPORT

The annual audit has been received. Mr. Titus will request a meeting with Freeholder John Lanza to discuss the report. He will report back to the commission at the March meeting.

The question was raised regarding the number of commissioners normally appointed to a library board. Mr. Titus will look into this.

2016 budget

Mr. Titus reported that the budget did not change this year and remains flat. Vacancies from the previous year are still in the process of being filled.

Library Commission meeting minutes
February 12, 2016

FINANCIAL REPORT (cont.)

The capital reimbursement for North County Branch has been paid and we are now to begin paying for the Headquarters renovation. Mr. Titus has requested that \$265,000 be allocated annually for this purpose.

Jennifer Winberry explained that periodicals will be coming out of one account, rather than being divided into accounts for adults, juveniles, etc.

Peter Mustardo moved approval of the 2016 budget. William Newitt seconded. Motion carried.

William Newitt moved approval of the financial report. Peter Mustardo seconded. Motion carried.

OLD BUSINESS

None.

NEW BUSINESS

Notaries Public

We would like to offer Notary Public services to patrons. Kathleen Connors has investigated the procedures and costs to implement the program, and reported to the commission. The commission would like information on liability and policies from other libraries that offer this service. Ms. Connors will report back at the March meeting.

PERSONNEL RESOLUTIONS

Nouhad Jensen approved the following personnel resolutions:

Terry Edwards be promoted to the position of full-time Supervising Librarian, effective January 19, 2016.

Part-time Library Assistant Kendra Quintero's hours be increased from 19 hrs./wk. to 24 hrs./wk., effective February 2, 2016.

Carol Jablonski be promoted to the position of full-time Senior Library Assistant, effective February 2, 2016.

Brenda Gerry be promoted to the position of full-time Senior Library Assistant, effective February 2, 2016.

Tiffany Horn be promoted to the position of full-time Clerk Driver, effective February 2, 2016.

Peter Mustardo seconded. Motion carried.

Library Commission meeting minutes
February 12, 2016

EXECUTIVE SESSION

None.

Mr. Titus noted that the annual state report has been submitted.

ADJOURNMENT

The meeting adjourned at 10:13 a.m.

Kathleen Connors
Administrative Secretary