

**HUNTERDON COUNTY LIBRARY COMMISSION  
HUNTERDON COUNTY LIBRARY  
314 STATE ROUTE 12  
FLEMINGTON, NEW JERSEY  
MARCH 18, 2016**

The regular meeting of the Hunterdon County Library Commission was called to order at 9:07 a.m.

**ATTENDANCE**

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

**OPEN PUBLIC MEETING ACT**

Read by Jean Allured

**COMMENTS FROM THE PUBLIC**

East Amwell representatives Dart Sageser, Don Reilly and Dick Ginman were present to present a proposal to bring the South County Branch Library back to Ringoes.

They looked at public land and existing space. They are doing a study to revitalize Ringoes. Building on public land is difficult due to so much preserved land in the township. They are looking at existing facilities.

The Dilts House on Rt. 579 is proposed for the branch and would be renovated. Some aspects of the building:

- Exterior was upgraded in 2008.
- 3 acres of land
- Capacity of 27 parking spaces
- Relatively new septic system
- 1700 square feet on lower level; 1600 on upper level

There was a lengthy discussion on other aspects of the proposal including the installation of a new elevator and restrooms, a new courtyard and main entrance, and configurations of the space. The configuration could be re-worked to the library's specifications.

The property would be rented from the owners. No figure was given on the rent, the feeling being that we are not at that point yet. They understand the library does not want an increase from the current rent.

John Lanza indicated the Freeholders will want to know if there is a rent increase. He feels dropping a simple building on municipal space would be cheaper in the long run.

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**COMMENTS FROM THE PUBLIC:** (cont.)

He also stated that he wished they had approached County Counsel regarding preserved space. A land swap could have been worked out.

Mr. Sageser believes the Dilts House will be cheaper in the long run. They also want the library to be in Ringoes. They are looking at a community impact. He would rather see the private sector step in instead of having taxpayer money build a new building.

The East Amwell representatives left the meeting at 9:50 a.m.

John Lanza said there are a lot of unknowns and that the commission should make sure that whatever is presented from here on should meet their needs.

The commission would like Mark Titus and Jennifer Winberry to review the proposal. In the meantime a letter will be drafted from Jean thanking them for the presentation and stating it will be considered and an answer given.

**COMMENTS FROM MEMBER LIBRARIES**

None.

**REPORT FROM THE FRIENDS OF THE LIBRARY**

Jean Allured reported for the Friends

- The Friends held a book sale meeting recently.

**MINUTES OF THE PREVIOUS MEETING**

Thomas Valasek moved approval of the February 12, 2016 meeting minutes. Peter Mustardo seconded. Motion carried.

**DIRECTOR'S REPORT**

Assistant Library Director Jennifer Winberry reported.

- The Friends donated baskets for National Library Week this year.
- The Library Art Show and sale will be held on June 11.
- The Library will be participating in Community Day in June.
- We are beginning a seed library.
- South County staff put up a white board recently to allow patrons to express their feelings for the library.
- The library took part in a Community Stakeholders Resource Fair held at the Hunterdon Medical Center in February.

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

- We recently participated in a Bricks 4 Kidz program.
- Tax forms are out, although we do not get as many as we used to.
- Circulation Supervisor Lee Comella has been spending her time between Headquarters and North County Branch in order to see that policies and procedures are unified.
- Terry Edwards has stepped into her role as branch manager at North County Branch and is working with Jennifer Winberry to organize the branch.

Mrs. Winberry will investigate if Turbo Tax gives out public licenses.

**CORRESPONDENCE**

None.

**FINANCIAL REPORT**

Mark Titus indicated to Jennifer Winberry that he had reviewed the finances and they appear to be in order.

Mrs. Winberry reported to the commission that a second temporary budget was approved by the Freeholders this past week.

Nouhad Jensen approved the financial report. Thomas Valasek seconded. Motion carried.

**OLD BUSINESS**

Arbor Day

The Shade Tree Commission is planning to donate a sugar maple to plant at North County Branch Library. Jason Strauss, Senior Gardner from Parks and Recreation and John Gulish, who manages the Friends Garden at Headquarters, were asked to advise on the best place to plant it.

Notary Publics

More information was provided to the commissioners on policies and liabilities. The commission would like one person to head up the project, which at this time will be Kathleen Connors, and see that training is provided to the employees who will be participating. The commission would like to be updated on the progress in a future director's report.

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**OLD BUSINESS (cont.)**

Peter Mustardo moved to proceed with the training of staff and the implementation of a library Notary Public program. Thomas Valasek seconded. Motion carried.

**NEW BUSINESS**

Number of Library Commissioners

The question was brought up regarding increasing the number on the commission to ensure that there is a quorum for most meetings. Mark Titus did some research and found out that most libraries have five commissioners on their boards. An increase in the number of commissioners would have to go through the Freeholder Board. It was decided to keep the current commission at five members.

**PERSONNEL RESOLUTIONS**

Peter Mustardo approved the following personnel resolutions:

Part-time Library Assistant Kendra Quintero's hours be increased to 35 hrs./wk., effective April 5, 2016.

Part-time Library Assistant Marianne Sievers' hours be increased to 35 hrs./wk., effective April 5, 2016.

Part-time Library Page Kayleen Vegh be promoted to part-time Library Assistant (24 hrs./wk.), effective April 5, 2016.

Thomas Valasek seconded. Motion carried.

**EXECUTIVE SESSION**

The Library Commission went into Executive Session at 10:35 a.m. to discuss contracts. The Library Commission came out of Executive Session at 10:40 a.m. No action was taken.

**ADJOURNMENT**

The meeting adjourned at 10:40 a.m.

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Kathleen Connors  
Administrative Secretary