

**HUNTERDON COUNTY LIBRARY COMMISSION
HUNTERDON COUNTY LIBRARY
314 STATE ROUTE 12
FLEMINGTON, NEW JERSEY
MAY 20, 2016**

The regular meeting of the Hunterdon County Library Commission was called to order at 9:11 a.m.

ATTENDANCE

Jean Allured, Thomas Valasek, Nouhad Jensen, Peter Mustardo, Library Director Mark Titus, Assistant Library Director Jennifer Winberry. Absent: William Newitt, Freeholder John Lanza. County Counsel Shana Taylor was also present at the meeting.

OPEN PUBLIC MEETING ACT

Read by Jean Allured

COMMENTS FROM THE PUBLIC

Barbara Sachow recommended the library purchase a second subscription to the New York Times. People will spend two hours or better reading it, and a second subscription would be helpful.

Ms. Sachow recommended the library remain open on Sundays all year round. People need access to computers, books and DVDs. The library should consider 24/7 access for its patrons.

East Amwell Mayor David Wang-Iverson and Deputy Mayor Dart Sageser were present to give an updated version of the Dilts House proposal for a South County Branch Library. (NOTE: East Amwell Committee member Tim Mathews was present at the meeting as an observer)

They obtained data on circulation from Mr. Titus and believe it has gone down since moving to its present location. They also believe the cost of maintaining the branch in its present location will go up when the lease expires in 2017.

They do not believe a new building is in order due to Green Acres compliance. If they were to build, they would require a long-term lease from the county. They could not take on additional debt without a long-term lease.

Thomas Valasek questioned whether the second floor could hold the weight.

Mr. Sageser presented a plan that would extend the first floor out, giving the branch 2,750 square feet. He suggested the owners could rent out the upper level as offices.

There was a discussion on the possibility of East Amwell setting up and maintaining their own library as an affiliate library. In the end, that would be their decision.

Mr. Titus pointed out that the downward trend in South County circulation began before the move to the present location, not as a result of it.

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COMMENTS FROM THE PUBLIC (cont.)

Ms. Allured is aware there is no guarantee with landlords, but the owners of the Dilts House have no track record. Mr. Sageser agreed, but pointed out that two of them are local and have held onto the building through the recession.

Mt. Titus stated that he did not know where they got their information regarding the cost of the present location going up after the lease expires. We have not spoken with the landlord about that yet. Shana Taylor said the county will certainly negotiate the lease when it expires. She would be more comfortable going into a lease with someone who has a track record or a municipality.

The representatives of East Amwell left the meeting at 10:05 a.m.

EXECUTIVE SESSION

The Library Commission went into Executive Session at 10:05 a.m. to discuss contracts. The commission came out of executive session at 10:43 a.m. and reconvened the regular session.

COMMENTS FROM MEMBER LIBRARIES

None.

REPORT FROM THE FRIENDS OF THE LIBRARY

None.

MINUTES OF THE PREVIOUS MEETING

Nouhad Jensen moved approval of the April 16, 2016 meeting minutes. Peter Mustardo seconded. Motion carried.

DIRECTOR'S REPORT

None.

CORRESPONDENCE

1. Letter to Dart Sageser, East Amwell Deputy Mayor, from Jean Allured, Library Commission Chairperson, dated April 15, 2016, regarding the proposal for the South County Branch Library location.
2. Letter to Jean Allured, Library Commission Chairperson, from East Amwell Deputy Mayor Dart Sageser, dated April 20, 2016, regarding the proposal for the South County Branch Library location.
3. Email to the library from Anthony Robbi, dated May 10, 2016, regarding the South County Branch location.
4. Email to the library from Sande Katz, dated May 11, 2016, regarding the South County Branch location.

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CORRESPONDENCE (cont.)

5. Email to the library from Patty Gertz, dated May 11, 2016, regarding the South County Branch location.
6. Letter to the library from Candice Wiggum, dated May 16, 2016, regarding the South County Branch location.
7. Email to Acting CFO Janet Previte from Mark Titus, dated May 16, 2016, regarding library reserve funds.
8. Email to Acting CFO Janet Previte from Mark Titus, dated May 16, 2016, regarding proceeds from damaged books insurance claim.

Interim CFO Janet Previte was contacted regarding the status of her investigation into getting better returns on library investments, and for the accounting of an \$11,000.00 insurance claim for damaged books. Mr. Titus has not received a reply from her yet.

FINANCIAL REPORT

Copier Costs

We have looked into the SAM administrative menu and it is not equipped to charge two different costs for black and white copies and color copies. The price will have to remain at five cents per copy for now. We have put a print limit of 50 copies per session. Mr. Titus looked into revenues, and while we are able to maintain the copiers, we do not have enough to purchase additional machines. At North County Branch, color copies in Youth Services are now sent up to Reference and Headquarters Youth Services will soon have the same procedure. Moving forward, we could request that IT put copiers in their capital budget and they could keep the revenues.

Mr. Titus reviewed the finances and found them to be in order.
Thomas Valasek moved approval of the financial review. Peter Mustardo seconded.
Motion carried.

NEW BUSINESS

None.

OLD BUSINESS

Kathy Madden contacted the library regarding the stones being removed for the butterfly garden at North County Branch. John Anderson from JCP&L may be able to get corporate sponsorship to remove the stones.

We held staff training the past week and did some housekeeping regarding policies and procedures.

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PERSONNEL RESOLUTIONS

None.

The June meeting will be held at North County Branch Library.

ADJOURNMENT

The meeting adjourned at 11:13 a.m.

Kathleen Connors
Administrative Secretary