

**HUNTERDON COUNTY LIBRARY COMMISSION
HUNTERDON COUNTY LIBRARY
314 STATE ROUTE 12
FLEMINGTON, NEW JERSEY
SEPTEMBER 16, 2016**

The regular meeting of the Hunterdon County Library Commission was called to order at 9:10 a.m.

ATTENDANCE

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

OPEN PUBLIC MEETING ACT

Read by Jean Allured

COMMENTS FROM THE PUBLIC

Barbara Sachau noted that the library was too cool during the summer and it would be a good idea to raise the temperature a bit.

Ms. Sachau noted that there are too many loud telephone calls going on in the library.

One patron in particular uses the public computer station as his personal phone booth.

Mr. Titus advised Ms. Sachau to bring it to a reference librarian's attention next time.

We have a conduct policy which prohibits patrons disturbing others using the library.

COMMENTS FROM MEMBER LIBRARIES

None.

REPORT FROM THE FRIENDS OF THE LIBRARY

Jean Allured reported that the Friends annual dinner will be held on October 7. The speaker's topic will be the history of peaches in Hunterdon County.

There will be a Tricky Tray auction held on October 8.

Mr. Titus informed the commission that we requested a \$1,500.00 advance from the Friends, which was granted, for next year's programs due to the Finance Department's payment schedule.

Ms. Allured is no longer a member of the Friends Board. Mr. Titus will deliver future reports.

MINUTES OF THE PREVIOUS MEETING

Thomas Valasek moved approval of the June 17, 2016 meeting minutes. William Newitt seconded. Motion carried.

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DIRECTOR'S REPORT

- Mr. Titus reported that the dedication of the memorial painting for Jennifer Heater was recently held at South County Branch.
- Mrs. Winberry reported that Comic Fest went well, with an attendance of over 500 people.
- The annual art show was held in June and was well attended.
- Two of our volunteers graduated from HCRHS Workplace Readiness program this summer.
- September card month is now in progress.
- The adult reading club is commemorating the 400th anniversary of Shakespeare's death.
- The YMCA helped kick off the summer reading club program.
- Board games are on display on the lower level.
- Music CDs and foreign films have been reclassified.
- The State Library has provided us with the Rosetta Stone language program. We have had to drop some databases due to the cost with Newsbank being the most recent.

CORRESPONDENCE

1. Email from Beverly Gale Smith, dated June 30, 2016, regarding the South County Branch Library.
2. Email to Beverly Gale Smith from the Library Commission, dated July 6, 2016, regarding the South County Branch Library.
3. Email from Beverly Gale Smith to the Library Commission and Kathleen Connors, dated July 8, 2016, regarding the South County Branch Library.

FINANCIAL REPORT

Mr. Titus reported everything is in order. Our benefits line is going to be overspent due to our budget being more than the library tax appropriates. Positions are difficult to fill.

Thomas Valasek moved to accept the financial report. Nouhad Jensen seconded. Motion carried.

NOTE: *Due to a brownout that occurred throughout the Rt. 12 complex during the meeting, Mr. Titus left the meeting for a short period of time and Mrs. Winberry excused herself to deal with the developing situation. Mr. Titus returned to the meeting in time for the Executive Session.*

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PERSONNEL RESOLUTIONS

Thomas Valasek moved the following personnel resolutions:

Diane DiVito be hired for the position of part-time Library Assistant, effective July 18, 2016.

Janice Passaro be hired for the position of part-time Library Assistant, effective August 15, 2016.

Library Assistant Chelsea Williams' hours be increased to 35 hrs./wk., effective September 26, 2016.

Jean Raper be released from the position of part-time Librarian, effective December 1, 2016.

Nouhad Jensen seconded. Motion carried.

OLD BUSINESS

Notary update

Kathleen Connors reported that getting the notary program started has been slow going. The hold-up has been with getting the local representatives to sign off on the applications. There are currently no training programs available for staff, although there is a bill waiting to be signed in Trenton requiring training in the future. This will most likely be provided by County Clerks. We will gather those staff members who have volunteered for the program and go over the procedures that will be in place.

NEW BUSINESS

Active Shooter training

Ms. Connors reported that Kevin Burd from the Hunterdon County Prosecutor's office will come to the library on September 30 to speak to the staff on active shooter situations. Headquarters will open at 12:00 and the branches at 12:30 that day so all staff can attend.

TED Talks

Due to the brownout situation, the TED Talks programs could not be shown during the meeting. The commissioners will be sent the links to the programs and will notify Ms. Connors when they have viewed them.

EXECUTIVE SESSION

The Library Commission went into executive session at 10:25 a.m. to discuss legal matters. The commission came out of executive session at 10:30 a.m.

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ADJOURNMENT

Thomas Valasek moved adjournment. William Newitt seconded.
The meeting adjourned at 10:30 a.m.

Kathleen Connors
Administrative Secretary