

**HUNTERDON COUNTY LIBRARY COMMISSION
HUNTERDON COUNTY LIBRARY
314 STATE ROUTE 12
FLEMINGTON, NEW JERSEY
December 8, 2017**

The regular meeting of the Hunterdon County Library Commission was called to order at 9:13 a.m.

ATTENDANCE

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

OPEN PUBLIC MEETING ACT

Read by Jean Allured.

REPORT FROM THE FRIENDS OF THE LIBRARY

Jean Allured reported the Friends are preparing documents for mailing in February.

COMMENTS FROM THE PUBLIC

None.

COMMENTS FROM MEMBER LIBRARIES

None.

MINUTES OF THE PREVIOUS MEETING

Thomas Valasek moved approval of the October 20, 2017 meeting minutes. William Newitt seconded. Motion carried.

DIRECTOR'S REPORT

- A second flag box was installed at North County Branch.
- The bookmobile participated in Touch a Truck.
- The library was invited to participate in the Hunterdon Chamber Business Expo.
- A display of hats by Knitters Unite is at Headquarters.
- Gingerbread houses are on display at Headquarters.
- Youth Services programs were held in November while schools were closed.

CORRESPONDENCE

1. Email from Robert Trout to Reference desk, dated December 4, 2017, regarding Three Bridges librarians.

Former Library Commissioner Peter Craig passed away on November 25.

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FINANCIAL REPORT

Mrs. Winberry passed out Edmunds reports to the commissioners. She will work on putting together a monthly report for their review. Mrs. Winberry reported the vouchers are in order.

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

Mrs. Winberry reviewed the draft of the 2018 budget with the commission, including capital requests and positions.

Thomas Valasek moved to accept the 2018 budget draft. Peter Mustardo seconded. Motion carried.

NEW BUSINESS

Emergency Planning

A new risk manual was recently distributed. Emergency Management teams have been formed for each department. Mrs. Winberry is Team Captain for the library. Kathleen Connors and Glen Spinks are also part of the team.

OLD BUSINESS

Envisionware is set for installation on January 16 and 17.

Mrs. Winberry updated the commission on the Hunterdon Leadership project she is participating in.

PERSONNEL RESOLUTIONS

Peter Mustardo moved approval of the following personnel resolution:

Daphne Bainbridge be released from the position of part-time Library Assistant, effective January 1, 2018.

Thomas Valasek seconded. Motion carried.

EXECUTIVE SESSION

The Library Commission went into executive session at 10:04 a.m. to discuss legal and personnel issues. The Library Commission came out of executive session at 10:19 a.m. and adjourned the meeting. Jennifer Winberry left the meeting for the personnel discussion.

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ADJOURNMENT

The meeting adjourned at 10:19 a.m.

Kathleen Connors
Administrative Secretary