

**HUNTERDON COUNTY LIBRARY COMMISSION  
HUNTERDON COUNTY LIBRARY  
314 STATE ROUTE 12  
FLEMINGTON, NEW JERSEY  
July 21, 2017**

The regular meeting of the Hunterdon County Library Commission was called to order at 9:08 a.m.

**ATTENDANCE**

Jean Allured, Thomas Valasek, William Newitt, Peter Mustardo, Nouhad Jensen, Assistant Library Director Jennifer Winberry, County Human Resources Director Brad Myhre

**OPEN PUBLIC MEETING ACT**

Read by Jean Allured

**COMMENTS FROM THE PUBLIC**

None.

**COMMENTS FROM MEMBER LIBRARIES**

None.

**EXECUTIVE SESSION**

The Library Commission went into executive session at 9:09 a.m. to discuss personnel and legal issues. The Library Commission came out of executive session at 9:58 a.m.

**REPORT FROM THE FRIENDS OF THE LIBRARY**

Jennifer Winberry reported that Bob Nathanson dropped off checks for programming and museum passes.

**MINUTES OF THE PREVIOUS MEETING**

Peter Mustardo moved approval of the June 16, 2017 meeting minutes. William Newitt seconded. Motion carried.

**DIRECTOR'S REPORT**

- Knitters Unite! has been collecting chemo caps.
- Youth Services programs are still going strong.
- The bookmobile has been making the rounds to daycare centers and day camps.
- Summer concerts have started. Buildings and Maintenance power washed the outdoor stage.
- New Library Assistant Bill Sterling has started work this week.
- The circulation manual is being updated.

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

- Automatic renewals are reducing the number of overdues and fine money.
- North County Branch Manager Terry Edwards has started an English conversation group.
- A book will be purchased and added to the collection on behalf of former Director Mark Titus.

### **CORRESPONDENCE**

1. A letter was sent to each Library Commissioner from Christopher J. Phelan, President and CEO of the Hunterdon County Chamber of Commerce, dated July 19, 2017, regarding Leadership Hunterdon tour.
2. Thank you note from Mark Titus to the Library Commission, dated July 2017.

### **FINANCIAL REPORT**

Mrs. Winberry reported all vouchers are in order.

Thomas Valasek moved approval of the Financial Report. William Newitt seconded. Motion carried.

### **NEW BUSINESS**

The Hunterdon County Bulldog Marine Corps recently approached the Freeholders regarding the installation of flag drop boxes at the libraries. One was installed at headquarters this week.

### **OLD BUSINESS**

Envisionware

Specifications for the Envisionware program have gone out. Mrs. Winberry met with Bob Thurgarland, head of IT, regarding cost. It will have to be approved by the Freeholders. The request for two new copiers will be held off until next year.

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**PERSONNEL RESOLUTIONS**

Thomas Valasek moved the following personnel resolutions:

Mark Titus be released from the position of full-time Library Director, effective July 1, 2017.

Diane DiVito be released from the position of part-time (24 hrs./wk.) Library Page, effective July 8, 2017.

Donna Patullo be made part-time (24 hrs./wk.) Library Associate, effective July 31, 2017.

William Newitt seconded. Motion carried.

The August 18 meeting will be held at North County Branch Library.

**ADJOURNMENT**

The meeting adjournment at 10:17 a.m.

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Kathleen Connors  
Administrative Secretary