

**Hunterdon County Library Commission
Hunterdon County Library
North County Branch Library
65 Halstead Street
Clinton, NJ, 08809
June 16, 2017**

The regular meeting of the Hunterdon County Library Commission was called to order at 9:06 a.m.

ATTENDANCE

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

OPEN PUBLIC MEETING ACT

Read by Jean Allured

COMMENTS FROM THE PUBLIC

None.

COMMENTS FROM MEMBER LIBRARIES

None.

Nouhad Jensen entered the meeting at 9:25 a.m.

REPORT FROM THE FRIENDS OF THE LIBRARY

- The Annual Meeting will be held on 6/21; it has been separated from the book sale party.
- The By-Laws are being amended; there will be new officers and a budget has been prepared for FY 2017-2018.
- Four scholarships were awarded; the fifth recipient is deferring college for a year; upon enrollment, he will receive the scholarship.

MINUTES OF THE PREVIOUS MEETING

Thomas Valasek moved approval of the March 24, 2017 meeting minutes. Peter Mustardo seconded. Motion carried.

DIRECTOR'S REPORT

- Community Day was a worthwhile event for the library to attend; the Bookmobile was there with some library staff; Georgia Muhs and Bob Nathenson from the Friends of HCL had a fishing book give away for children; Kathy Monti was there to do a story time for children, but the event did not lend itself to a story time.
- The Outdoor Art Show was another success.
- Rain barrels were made at a NCB program.

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DIRECTOR'S REPORT (cont.)

- Several Girl Scouts have had displays and are doing programs at the branch for their Silver or Gold awards.

Mr. Titus commented on the resourcefulness of Dana Neubauer in coming up with creative, low –cost programming for the branch. He also stated that there are several groups with which the library partners, including writers' groups and an LGBTQ group and hopes these and other partnerships continue into the future. Mr. Titus also mentioned the knitting group at HQ that has donated many items to local causes and the Youth Services Department programs including the robotics clubs, teen writers' group and the new programs being scheduled for teens and tweens.

CORRESPONDENCE

There was a County memo regarding the taxes that will be collected this year from the Library Tax. There was some discussion regarding the tax rate vs. revenue collected. Mr. Titus stated that the budget was to be flat again this year, the tax rate had not been raised but due to an increase in county ratables the figure was a little bit higher than last year.

FINANCIAL REPORT

Mr. Titus reported that everything is in order.

William Newitt moved approval of the Financial Report. Peter Mustardo seconded. Motion carried.

Brian Stull from the county's Information Technology Department entered the meeting at 10:05 a.m.

NEW BUSINESS

Envisionware

The current SAM system which monitors the public computer sessions and print management needs to be replaced; Brian Stull has been consulting with other libraries and is investigating Envisionware as a possible replacement. Brian Stull, Amy Jo Trimmer (county IT), Jennifer Winberry, and Kathleen Connors spent some time at the Doylestown Library to see the system in use. The recommendation is to include a Mobile Printing Module and an add-on system that would allow scanning, faxing, printing from microfilm, and many other features. The software is a one-time fee; a 17% annual maintenance fee entitles the library to all upgrades and technical support. There would be a 12% annual maintenance fee on any hardware that is purchased but that includes complete, overnight replacement.

Mr. Valasek asked if the system would pay for itself; Ms. Allured asked if the IT department would be paying for this or if the Library would absorb the course. Mrs. Winberry stated that this change/upgrade is in the early stages and that discussion would have to happen. Mr. Mustardo asked

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NEW BUSINESS (cont.)

whether acquiring a new system would require an RFP or an RFQ. There was a brief discussion about the cost of printing, copier revenues and the shortfall the Library often has to make up the difference between copies made and the charge from the company that services the copiers.

Mr. Valasek stated that the proposal looked promising to pursue, that it looked toward future needs of library patrons, and that the Assistant Library Director was encouraged to continue into looking into this further.

Mr. Titus thanked Mr. Stull for the outstanding job he has done for the library stating that he is always trying to help the library and be proactive, often thinking about things before the problem arises or the library brings something to his attention.

Mr. Stull left the meeting at 10:20.

OLD BUSINESS

None

PERSONNEL RESOLUTIONS

William Stirling be hired for the position of part-time (24-hrs./wk.) Library Assistant, effective date to be determined.

Linda Zdepski be released from her position as full-time Senior Library Assistant, effective September 1, 2017.

Mr. Newitt offered the Resolution, Mr. Valasek seconded it.

EXECUTIVE SESSION

None

The commission adjourned at 10:25 a.m. to take Mr. Titus to lunch for his retirement.

Jennifer Winberry
Assistant Library Director