

**HUNTERDON COUNTY LIBRARY COMMISSION
HUNTERDON COUNTY LIBRARY
NORTH COUNTY BRANCH LIBRARY
65 HALSTEAD STREET
CLINTON, NEW JERSEY
October 20, 2017**

The regular meeting of the Hunterdon County Library Commission was called to order at 9:05 a.m.

ATTENDANCE

Jean Allured, Thomas Valasek, William Newitt, Peter Mustardo, Assistant Library Director Jennifer Winberry, Freeholder John Lanza, Human Resources Director Brad Myhre, County Finance CFO Janet Previte. Absent: Nouhad Jensen.

OPEN PUBLIC MEETING ACT

Read by Jean Allured

COMMENTS FROM THE PUBLIC

None.

COMMENTS FROM MEMBER LIBRARIES

None.

NEW BUSINESS

Financial

Janet Previte presented the 2016 library audit. New Jersey requires the audit to be posted, so it is now on the library website.

There were no findings in the audit. Ms. Previte suggested that there be a plan in place to sustain the fund balance in the future and would like to see a budget that shows revenues. Ms. Previte would like to see the commission formally adopt the 2018 budget and send it to the Freeholders. She would like to attend the commission meeting for the presentation of the library budget.

Ms. Previte left the meeting at 9:21 a.m.

EXECUTIVE SESSION

The Library Commission went into executive session at 9:22 a.m. to discuss personnel issues. The Library Commission came out of executive session at 9:48 a.m. and resumed the regular meeting. Jennifer Winberry left the room for the executive session meeting.

Library Commission meeting minutes
October 20, 2017

FINANCIAL REPORT

Mrs. Winberry has been working with Ms. Previte on the budget. The Rank and File contract is the largest increase in the budget. Mrs. Winberry plans to present the budget at the next meeting.

- We received our annual state aid check in the amount of \$50,182.00.
- Mrs. Winberry reported she reviewed vouchers and everything appears to be in order.
- An agreement was reached with IT to split the cost for Envisionware.

Ms. Allured questioned if the commission is comfortable with not having a member review expenses. The Assistant Supervisor of Accounts should be invited to the next meeting and Mrs. Winberry will present an Edmunds report.

Thomas Valasek moved to accept the Financial Report. William Newitt seconded. Motion carried.

REPORT FROM THE FRIENDS OF THE LIBRARY

- The Freeholders approved the waiver of fees for South County Park for the 2018 annual book sale.
- The juniper shrubs at North County Branch were taken care of by the Friends.
- New stage lighting at Headquarters was paid for by the Friends.

MINUTES OF THE PREVIOUS MEETING

William Newitt moved approval of the September 15, 2017 meeting minutes. Peter Mustardo seconded. Motion carried.

DIRECTOR'S REPORT

- The library is now a Stigma Free Zone as part of a campaign supported by the county.
- Julie Hrinyak has taken over volunteer management at Headquarters.
- Jennifer Winberry is taking part in a ten-month leadership training program sponsored by the Hunterdon County Chamber of Commerce.
- The Photography Show is taking place again this year.
- A Manhattan Short Film Festival has been held.
- The bookmobile made a stop at the Sergeantsville Fire Station.
- We received a note of appreciation for our Indy Flix.
- Sadly, Carol Scott from Tewksbury Library passed away.
- Adrienne Gardner is representing the library in the Breast Cancer Awareness Walk.

Library Commission meeting minutes
October 22, 2017

CORRESPONDENCE

1. Note from The Daughters of the American Revolution, not dated, regarding Constitution Week at the library.

NEW BUSINESS

Patron Conduct Policy

An addition has been added to the policy prohibiting the filming or photographing of people in the library without their permission.

Thomas Valasek moved approval of the addition. Peter Mustardo seconded. Motion carried.

OLD BUSINESS

None.

PERSONNEL RESOLUTIONS

Peter Mustardo moved approval of the following personnel resolutions:

Leslie Stintsman be released from the position of Senior Library Assistant, effective January 1, 2018.

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

Pamela Dean be hired for the position of part-time (19 hrs./wk.) Library Page, effective date to be determined.

ADJOURNMENT

William Newitt moved adjournment at 10:22 a.m. Thomas Valasek seconded. Motion carried.

The next Library Commission meeting will be held on December 8 at Headquarters.

Kathleen Connors
Administrative Secretary