

**HUNTERDON COUNTY LIBRARY COMMISSION  
HUNTERDON COUNTY LIBRARY  
314 STATE ROUTE 12  
FLEMINGTON, NEW JERSEY  
January 12, 2018**

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

**ELECTION OF OFFICERS**

William Newitt moved that the slate of officers remains the same for 2018.

Jean Allured – Chair

Thomas Valasek – Vice Chair

Thomas Valasek seconded. Motion carried.

**SETTING OF 2018 MEETING DATES**

The Library Commission will meet on the second Friday of each month through June, 2018, beginning at 9:00 a.m. The March meeting date is to be decided at the February meeting.

The Library Commission will meet on the third Friday of each month July – December 2018, beginning at 9:00 a.m.

Peter Mustardo entered the meeting at 9:15 a.m.

Thomas Valasek moved adjournment of the reorganization meeting at 9:17 a.m. William Newitt seconded. Motion carried.

The regular meeting of the Hunterdon County Library Commission was called to order at 9:17 a.m.

**REPORT FROM THE FRIENDS OF THE LIBRARY**

Jean Allured reported the Friends are preparing documents for mailing in February. The next book sale meeting is on January 25.

**COMMENTS FROM THE PUBLIC**

None.

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### **COMMENTS FROM MEMBER LIBRARIES**

None.

### **MINUTES OF THE PREVIOUS MEETING**

Thomas Valasek moved approval of the December 8, 2017 meeting minutes. Peter Mustardo seconded. Motion carried.

### **DIRECTOR'S REPORT**

- 118 knitted scarves and hats were donated to Food Pantry.
- Youth Services begins their programs this week.
- Youth Services has new staff members working on new programs.
- The recent shelf reading blitz has been very successful.

### **CORRESPONDENCE**

1. Letter from Hunterdon County Cultural and Heritage Commission, dated December 20, 2017, regarding LAP ReGrant.

### **FINANCIAL REPORT**

Mrs. Winberry reviewed summary check registers for December 5 and December 19. The summaries are sent after every Freeholder meeting.

Two check numbers were missing from the sequence in the summary. Mrs. Winberry will look into this.

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

### **Library audit posting**

Mrs. Winberry reviewed a posting from the audit that was given to her in August of 2017. There was a surplus of \$1,548,715.00 as of the end of 2016. Mrs. Winberry was recently informed by Hunterdon County CFO Janet Previte that library reserves are depleted and expenditures exceed revenues. Mrs. Winberry is trying to arrange a meeting with Ms. Previte to review the situation. The commission noted there was no mention of depleted surplus when Ms. Previte met with them this past October, and they are seriously concerned about how quickly the reserves appear to be depleting.

### **Maximus report**

Mrs. Winberry reviewed the most recent (2015) Allocated Costs by Department from the Maximus report. The library's allocated cost is slightly down from 2014, and is \$1,436,549.00 for 2015.

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### **NEW BUSINESS**

None

### **OLD BUSINESS**

Emergency Management

Emergency Management is requiring departments to fill out and return sheets for Continuity of Operations plan in the event of an emergency. The library already has most of this information, compiled by Kathleen Connors several years ago. Mrs. Winberry and Ms. Connors will work together to complete the requested information.

Employee Conduct/Violence Prevention in the Workplace

Training is being held in February. We have staff members who are interested in attending.

Envisionware

We are scheduled for installation on January 16 and 17.

Leadership Hunterdon

Mrs. Winberry reported the group met in December and visited several area businesses.

### **PERSONNEL RESOLUTIONS**

Thomas Valasek moved approval of the following personnel resolution:

Linda Hansen be released from the position of part-time Library Assistant, effective November 6, 2017.

Peter Mustardo seconded. Motion carried.

### **EXECUTIVE SESSION**

The Library Commission went into executive session at 9:50 a.m. to discuss personnel issues. Mrs. Winberry left the meeting. The Library Commission came out of executive session at 10:04 a.m. and returned to the regular meeting session. Mrs. Winberry returned at this time.

Mrs. Winberry handed out the 2014 Maximus report so the commission could compare allocations. The allocation for 2015 is \$113,513 less than 2014.

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The next meeting will be held on February 9 at North County Branch Library.

**ADJOURNMENT**

The meeting adjourned at 10:08 a.m.

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Kathleen Connors  
Administrative Secretary