

**HUNTERDON COUNTY LIBRARY COMMISSION
HUNTERDON COUNTY LIBRARY
314 STATE ROUTE 12
FLEMINGTON, NEW JERSEY
March 18, 2011**

The regular meeting of the Hunterdon County Library Commission was called to order at 9:04 a.m.

ATTENDANCE

Thomas Valasek, Kenneth Jagel, William Newitt, Nouhad Jensen, Jean Allured, Library Director Mark Titus, Freeholder Ron Sworen.

OPEN PUBLIC MEETING ACT

Read by Thomas Valasek.

COMMENTS FROM THE PUBLIC

None.

OLD BUSINESS

Stephanie Stevens from the Cultural and Heritage Commission was in attendance to answer questions the Library Commission may have regarding the proposed triptych.

The Cultural and Heritage Commission was approached to commission a mural to celebrate Hunterdon County's three hundredth anniversary. The Cultural and Heritage Commission, along with the artist Paul Jennis, are in the process of raising money to create a triptych that would depict historical scenes from Hunterdon County's past, with one century represented on each panel. Ms. Stevens stated the library was chosen to display the triptych due to the daily traffic. Copies of the triptych would be produced to go out to the schools.

When asked how large the triptych would be, Ms. Stevens said she believed each panel would be 3' x 5'. The Library Commission believes the panels could initially go on display in the gallery but is uncertain where they would be displayed permanently.

A resolution for the display of the triptych will be offered at the April 2011 meeting.

COMMENTS FROM MEMBER LIBRARIES

None.

COMMENTS FROM THE FRIENDS

Jean Allured reported the Friends are busy with the annual book sale.

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MINUTES OF THE PREVIOUS MEETING

William Newitt moved approval of the February 18, 2011 reorganization meeting minutes. Nouhad Jensen seconded. Motion carried. Nouhad Jensen approved the February 18, 2011 regular meeting minutes. Kenneth Jagel seconded. Motion carried.

DIRECTOR'S REPORT

- The programs are going well.
- Jared Biondi is working with the Friends on the book sale.
- The database for antiques pricing has been reinstated.
- We are continuing with displays and staff picks.
- The Friends are sponsoring pizza for the staff scrapbooking project.
- We are partnering with NORWESCAP on future projects.
- The staff newsletter is being brought back.
- The writer's workshop program is very successful.

CORRESPONDENCE

1. Memorandum to Cindy Yard, County Administrator, from Mark Titus, dated March 2, 2011, regarding the County Meeting Room Policy.

Freeholder Sworen stated he is uncomfortable with people having to write to the Freeholders for waivers on meeting room requirements for the library and that this should be addressed.

FINANCIAL REPORT

We will no longer be asking a library commissioner to come in to review the vouchers. This was never a legal requirement and there are already checks and balances in place between the Library and Finance. Mr. Titus will be doing the recommendations in the future.

Mr. Titus found the vouchers to be in order and recommended approval. Kenneth Jagel moved approval. Nouhad Jensen seconded. Motion carried.

In answer to a question regarding the process, Mr. Titus explained that the County Finance Department sends a printout of the payment data to the library accounts clerk, who checks the vouchers against the printout and puts them in order. The accounts clerk gives them to the secretarial assistant, who reviews and signs each purchase order. The secretarial assistant then gives them to the library director for review and approval before they are sent to Finance for final processing and payment. The library accounts are also audited by an outside agency every year.

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NEW BUSINESS

Freeholder Sworen suggested that he and Mr. Titus review the Pino Report and try to determine actual costs for the Library. The Library Commission felt this task would not have a satisfactory resolution in the end, but that there would be no harm in having Mr. Titus try to get an estimate of what it costs to have a building the size of the library heated and cooled.

PERSONNEL RESOLUTIONS

Nouhad Jensen moved approval of the following personnel resolutions:

Anna Suarez be released from the position of Student Assistant, effective March 11, 2011.

Amanda Whitelaw be hired for the position of Student Assistant, effective date to be determined.

William Newitt seconded. Motion carried.

EXECUTIVE SESSION

The library commission went into executive session at 10:25 a.m. to discuss personnel matters. The library commission came out of executive session at 10:41 a.m. and adjourned.

ADJOURNMENT

The library commission adjourned at 10:41 a.m.

Kathleen Connors
Secretarial Assistant