

**HUNTERDON COUNTY LIBRARY COMMISSION  
HUNTERDON COUNTY LIBRARY  
NORTH COUNTY BRANCH  
65 HALSTEAD STREET  
CLINTON, NEW JERSEY  
April 13, 2018**

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

**ATTENDANCE**

Jean Allured, Thomas Valasek, William Newitt, Nouhad Jensen, Library Director James Keebler, Assistant Library Director Jennifer Winberry, Freeholder Suzanne Lagay  
Absent: Peter Mustardo

**OPEN PUBLIC MEETING ACT**

Read by Jean Allured.

**COMMENTS FROM THE PUBLIC**

Barbara Sachau commented on the new Envisionware system. She stated it is slow and kicks people off for no reason.

**COMMENTS FROM MEMBER LIBRARIES**

None.

**REPORT FROM THE FRIENDS OF THE LIBRARY**

The lease at the Grange for the annual book sale begins soon.

**MINUTES OF THE PREVIOUS MEETING**

Thomas Valasek moved approval of the March 2, 2018 meeting minutes. William Newitt seconded. Motion carried.

**DIRECTOR'S REPORT**

- Charging stations have been installed. There are two at Headquarters and two at North County.
- We are working with IT to improve wireless connection.
- The current budget draft has been revised and we will begin work on next year's budget soon.
- We are working on budget requests to submit to the Friends of the Hunterdon County Library.
- Makers Day was held at South County and North County branches.
- Staff members are looking forward to attending conferences and training. Staff meetings are scheduled for later this month.
- Staff training day is scheduled for May 4. The affiliate libraries have been invited to attend.

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### **DIRECTOR'S REPORT** (continued)

- We will be working on improving community outreach with various organizations.
- The library director and assistant library director have visited all of the affiliate libraries.

Jean Allured requested a year-end report for 2017 at the May meeting. Freeholder Lagay suggested presenting the report at a Freeholders meeting.

### **CORRESPONDENCE**

None.

### **FINANCIAL REPORT**

Expenditures

There was discussion on how to present the expenditures for approval in the future. A print out of expenditures for the commission's review was supplied by the assistant director.

Thomas Valasek moved approval of expenditures. William Newitt seconded. Motion carried.

2018 budget

James Keebler presented a revised draft of the 2018 budget. The bottom line remains the same. Some budget lines were decreased in order to increase others.

Thomas Valasek moved approval of the 2018 budget draft. William Newitt seconded. Motion carried.

Jean Allured welcomed Freeholder Liaison Suzanne Lagay to the library board. Freeholder Lagay stated that she plans to attend meetings as often as she can. She informed the commission that the Freeholders are preparing the county budget.

### **NEW BUSINESS**

Continuing Education/Professional Associations Policy proposal

Mr. Keebler would like the library to subsidize continuing education and professional development for staff members. The library would pay 50% if an employee is a member of a professional organization and 75% if the employee is in a leadership position in a professional organization.

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**NEW BUSINESS** (continued)

William Newitt moved approval of the Continuing Education/Professional Associations Policy proposal. Thomas Valasek seconded. Motion carried.

Mr. Keehbler noted Bill A3801 in the state legislature would improve state aid. Hunterdon County Library would see a \$100,000.00 increase if the bill is approved. This bill is not a referendum.

Jean Allured requested that the current library book mark be distributed to the commission each month.

**OLD BUSINESS**

None.

**PERSONNEL RESOLUTIONS**

None.

**EXECUTIVE SESSION**

None.

**ADJOURNMENT**

Thomas Valasek moved adjournment. Nouhad Jensen seconded. The meeting adjourned at 10:01 a.m.

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Kathleen Connors  
Administrative Secretary