

**HUNTERDON COUNTY LIBRARY COMMISSION  
HUNTERDON COUNTY LIBRARY  
314 STATE ROUTE 12  
FLEMINGTON, NEW JERSEY  
July 20 2018**

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

**ATTENDANCE**

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

**OPEN PUBLIC MEETING ACT**

Read by Thomas Valasek.

**COMMENTS FROM MEMBER LIBRARIES**

None.

**COMMENTS FROM THE FREEHOLDERS**

Freeholder Lagay informed the commission that what she learns at the meetings will be taken back to the freeholder board.

**REPORT FROM THE FRIENDS OF THE LIBRARY**

Director Keebler informed the commission that Ann Marie Queeney is the new president of the Friends. The Friends are planning their fall tricky tray.

**COMMENTS FROM THE PUBLIC**

Barbara Sachau stated she believes the library should be open on Sundays during the summer. She also noted that Headquarters doesn't appear to have as many computers as North County and that the Headquarters computers are slow. Ms. Sachau stated that consideration should be given to the possibility of hacking.

**MINUTES OF THE PREVIOUS MEETING**

Nouhad Jensen moved approval of the June 8, 2018 meeting minutes. William Newitt seconded. Motion carried.

**DIRECTOR'S REPORT**

- The shifting and weeding project is underway.
- The lease for the new South County Branch location has been signed and the key should be turned over shortly.

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**DIRECTOR'S REPORT** (cont.)

- The Freeholders approved the minimum salary proposal; it will go to the union next.
- Summer programs are in progress.
- Staff meetings were held recently. Staff offered many good ideas.
- Supervisors will be holding department meetings in the coming weeks.
- Performance evaluations are due August 1.
- Staff cross training is in the planning stages. Union and Civil Service restrictions apply.
- The first affiliate library services meeting was held recently with a representative from Holland Township Library.
- Holds limits have been increased to 10 DVDs and up to 99 books.

Thomas Valasek asked if anything else is being done for the South County Branch move. Director Keebler stated that notice has been given to the current landlord and that the lease will be up on August 31 and the new lease begins November 1. A meeting has been held with Library Interiors for the branch design. There are parking spaces in the back of the building – which will be our “front” – that are designated as library parking.

Freeholder Lagay suggested inviting Justin Tibbetts to meetings to discuss the move.

Peter Mustardo entered the meeting at 9:20 a.m.

William Newitt expressed his appreciation for the movies being shown with captions. Director Keebler informed the commission that we have hearing loops at the front desks at Headquarters and North County Branch.

**CORRESPONDENCE**

None.

**FINANCIAL REPORT**

Director Keebler informed the commission that the new budget has been passed. He reviewed the expenditures and stated we are in good shape.

Peter Mustardo approved the financial report. Nouhad Jensen seconded. Motion carried.

**NEW BUSINESS**

None.

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**OLD BUSINESS**

None.

**PERSONNEL RESOLUTIONS**

Peter Mustardo moved the personnel resolution:

Yamiris Marcano be released from the position of part-time Library Assistant, effective June 21, 2018.

Nouhad Jensen seconded. Motion carried.

William Newitt asked what the website and social media guidelines are. Mrs. Winberry stated that signed permission forms are required before pictures of the public are posted on our website or social media.

Freeholder Lagay asked what topics are discussed on the library internet radio program. Mrs. Winberry stated programs and administrative topics are discussed and we are gearing up for library card month.

**EXECUTIVE SESSION**

The commission went into executive session at 9:35 a.m. to discuss contracts. The commission came out of executive session at 9:55 a.m. and adjourned.

**ADJOURNMENT**

The meeting adjourned at 9:55 a.m.

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Kathleen Connors  
Administrative Secretary

**THE NEXT LIBRARY COMMISSION MEETING WILL BE HELD ON  
SEPTEMBER 21 AT HEADQUARTERS**