

**HUNTERDON COUNTY LIBRARY COMMISSION
HUNTERDON COUNTY LIBRARY
314 STATE ROUTE 12
FLEMINGTON, NEW JERSEY
May 11, 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, Peter Mustardo, Library Director James Keebler, Assistant Library Director Jennifer Winberry, Freeholder Suzanne Lagay

OPEN PUBLIC MEETING ACT

Read by Jean Allured.

COMMENTS FROM THE PUBLIC

Barbara Sachau commented on the new Envisionware system. She stated it has had a lot of problems since it was first implemented. She visited the Hillsborough Library recently and they have a system that works fine. She asked why the new software wasn't researched more thoroughly.

Ms. Sachau requested that the library be open on Sundays all through the summer. Not all of the public goes away for the summer and would appreciate the library remaining open.

Mr. Keebler informed Ms. Sachau that a table has been placed next to the copier per her suggestion. He further informed Ms. Sachau that the shutdown issue with Envisionware is being worked on.

COMMENTS FROM MEMBER LIBRARIES

None.

REPORT FROM THE FRIENDS OF THE LIBRARY

Jean Allured reported the annual book sale was a success and even though she doesn't have the final numbers, she suspects it's around the \$50,000.00 mark. There was a large drop off of books at North County the week before the book sale.

Thomas Valasek inquired how the dates for the book sale are selected. Ms. Allured said there is a lesser chance for space at South County Park to be available as the weather gets warmer, so they normally look to late April/early May.

Library Commission meeting minutes
May 11, 2018

REPORT FROM THE FRIENDS OF THE LIBRARY (cont.)

Ms. Allured and Mr. Keebler recently met with people who will be taking care of the library gardens. Mulch has been put down at North County Branch and delivered to Headquarters for spreading.

Mr. Keebler reported that the Friends will be meeting soon to review scholarship applications. Money from the preview sale is designated for the scholarship fund. Freeholder Lagay noted that there is a turnover of teachers at the schools and new teachers may not be aware of the Friends scholarship.

Chairs were recently delivered to the library for staff use. A member of the Friends arranged for chairs to be donated to the library when her company recently closed one of its locations.

MINUTES OF THE PREVIOUS MEETING

Nouhad Jensen moved approval of the April 13, 2018 meeting minutes. Thomas Valasek seconded. Motion carried.

DIRECTOR'S REPORT

- Branch staff meetings were held recently. There is a list of nearly one hundred actions/suggestions from staff as a result of the meetings.
- Staff day went well. Freeholder Lagay stopped by for part of the training. The staff turned their thoughts outward to come up with ideas for better serving the community. The affiliate libraries were invited to participate and we had four members from three of the libraries join us.

Ms. Allured stated the commission supports training for staff and closing the library for these events so everyone can participate.

- We are looking into software for on-line program registrations and possibly on-line meeting room bookings. We have requested IT review the software.

CORRESPONDENCE

Ms. Allured read a personal note sent to Thomas Valasek from a staff member complimenting the hiring of Mr. Keebler.

Library Commission meeting minutes
May 11, 2018

FINANCAL REPORT

Expenditures

The commission received copies of Check Register by Check ID and Summary Budget Account Status sheets for review. Once the budget is passed we should have firmer numbers. Mr. Keehbler saw no issues with expenditures. Once the budget is passed work will begin on next year's budget.

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

Freeholder Lagay said budget approval will be coming soon.

Freeholder Lagay reported the seniors will be holding their annual meeting this afternoon. She also reported that she attended the New Jersey Association of Counties (NJAC) recently. Other than that, it's been business as usual.

Assistant Library Director Jennifer Winberry will be completing the Leadership Hunterdon training soon. She has found the experience to be very interesting. Freeholder Lagay added that she believes in bringing leaders to the table and the group this year has been very cohesive.

NEW BUSINESS

Name Badge policy

One of the issues coming out of staff meetings is that a small number of staff feel uncomfortable having their names on badges. The revised policy would give staff the choice of having their names on badges or having the word "Staff" on the badges instead. Mr. Keehbler would like staff to feel safe in their working environment and would like approval for the policy change.

Mr. Valasek would like the wording to be "Hunterdon County Library identification badges" in the policy. The commissioners all agreed on this point.

Thomas Valasek moved approval of the Name Badge policy revision. William Newitt seconded. Motion carried.

OLD BUSINESS

None.

Library Commission meeting minutes
May 11, 2018

PERSONNEL RESOLUTIONS

None.

EXECUTIVE SESSION

The commission went into executive session at 9:46 a.m. to discuss real estate. The commission came out of executive session at 10:03 a.m.

TED Talks

The commission viewed TED Talks as part of their annual training. They watched the following talks:

Jia Jiang

What I learned from 100 days of rejection

Anne Lamott

12 things I learned from life and writing

Drew Dudley

Everyday leadership

Derek Sivers

How to start a movement

David Pogue

10 top time saving tips

ADJOURNMENT

The meeting adjourned at 11:08 a.m.

Kathleen Connors
Administrative Secretary