The regular meeting of the Hunterdon County Library Commission was called to order at 9:36 a.m.

ATTENDANCE
Jean Allured, Thomas Valasek, Nouhad Jensen, Library Director James Keehbler, Assistant Library Director Jennifer Winberry. Absent: Peter Mustardo,

OPEN PUBLIC MEETING ACT
Read by Jean Allured

COMMENTS FROM THE PUBLIC
Barbara Sachau stated that there is noise where the computers are located now and asked why would moving them to the main floor be any quieter? Director Keehbler stated they are being moved to a closed-in section and would be in a quieter area.
Jean Allured stated that the library is in transition and patrons will have to understand that it’s disruptive. It will quiet down once the transition has been completed.
Ms. Sachau commented that the transition is taking a long time.
Director Keehbler explained the library has to rely on the time tables of other county departments, and that slows the process down.
Ms. Sachau commented that the people who use the library did not have any input.

COMMENTS FROM MEMBER LIBRARIES
None.

COMMENTS FROM THE FREEHOLDERS
None.

REPORT FROM THE FRIENDS OF THE LIBRARY
Vickie Volyn, Co-President of the Friends of the Hunterdon County Library, reported.
• Ms. Volyn is also co-chair of the annual book sale and stated the sale is at full tilt.
• She is now Co-President with Bob Seymour, but the Friends are still in need of a secretary.
• The movie licensing for this year was paid for by the Friends.
• The annual scholarship award is taking place. The Friends are considering one recipient per high school.
• The purchase of a Thomas the Tank Engine train table was approved.
Library Commission meeting minutes
March 15, 2019

DIRECTOR’S REPORT
• Maker’s Day is on March 23. Invitations have been sent out.
• Sunday hours have begun at North County Branch and the response from patrons has been very positive.
• The head of Adult Services has retired. Director Keehbler has taken over as interim head of the department.
• The bookmobile work group recently held their first meeting and issued minutes (copies given to commission). Director Keehbler is encouraging staff to participate in work groups for various projects.
• We are having discussions regarding a pop-up library at the cancer center. People who are there for extensive chemo treatments would be able to check out e-books.
• Tewksbury is using our on-line reservation software and IT has gone there to work on their computers.
• The library was recently awarded an $8000.00 LAP grant.

CORRESPONDENCE
1. Letter to James Keehbler from Sandra McNicol, dated February 15, 2019, regarding location of library books.
2. Letter to Sandra McNicol from James Keehbler, not dated, regarding location of library books.
3. Letter to James Keehbler from Linda Nason, dated February 15, 2019, complimenting Senior Librarian Dana Neubauer.

NEW BUSINESS
Staff training will be held on May 3. Human Resources Director Grace Kelly will be speaking to the staff on Civil Service.

FINANCIAL REPORT
Director Keehbler reported that we are two months into the year and on track with finances.
Director Keehbler submitted budgets for salaries and benefits at the end of December. The operating budget was submitted last week. The county should be approving budgets in April.
OCLC (the library cataloging system) has been replaced by Sky River, which is owned by the same company that provides our circulation system. The change will save the library money.
The auditor came recently and was pleased with the library’s handling of finances.
Library Commission meeting minutes  
March 15, 2019

OLD BUSINESS
We are still waiting for IT to run a line to the building in order to have better cell phone service.
A new phone system is being installed in county departments.

We are working on training for the library commission. One idea is to have staff come in and speak to the commission about what they do.

Mike Petrus asked the commission if they are aware of parking problems at South County Branch. Princeton Hydro has thirty-three employees and they take up a lot of the spaces. The township is discussing demolition of the vacant bank building and using it for parking. There is also a house next to the building that the landlord owns and there was discussion at one time about converting the large yard into parking spaces.

Barbara Sachau stated that people want a responsive government. Not inviting the public to give their opinions on the library renovations is what’s wrong. Director Keehbler went over all the changes the library is planning. All of the changes being made are requests the public has made over the years. Ms. Sachau felt the public should have been invited to contribute and was not asked. She stated she hears complaints from the public.

Director Keehbler stated we are going into a strategic planning phase this year and the public will be invited to participate at that time.

Mike Petrus commented that it is difficult to get the entire community together at any given time.

Vickie Volyn commented that the library should get input from users or there won’t be any users. She is happy about Youth Services getting the entire upper level.

Resolutions cannot be offered until Nouhad Jensen arrives for the meeting and the commission has a quorum. The commission took a break at 10:10 a.m. to inspect the changes made in the building so far.

Ms. Jensen arrived for the meeting at 10:21 a.m. and the commission was called back to the meeting room.
Library Commission meeting minutes
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MINUTES OF THE PREVIOUS MEETING
Thomas Valasek moved approval of the February 15, 2019 meeting minutes. Nouhad Jensen seconded. Motion carried.

FINANCIAL REPORT (cont.)
Director Keehbler stated we are still on a temporary budget. We are waiting to find out the cost of the building re-design. The Friends are discussing using the proceeds from the Tricky Tray to purchase items for Youth Services after they move to their new space on the upper level.

Thomas Valasek moved approval of the financial report. Nouhad Jensen seconded. Motion carried.

PERSONNEL RESOLUTIONS
Thomas Valasek offered the following personnel resolution:

Rosemary Francone be retired from the position of Principal Librarian, effective April 1, 2019.

Nouhad Jensen seconded. Motion carried.

EXECUTIVE SESSION
The commission went into executive session at 10:29 a.m. to discuss personnel issues. They came out of executive session at 10:44 a.m.

ADJOURNMENT
Thomas Valasek moved adjournment. Nouhad Jensen seconded. Motion carried. Meeting adjourned at 10:44 a.m.

NOTE: THE APRIL 18, 2019 MEETING WILL BE HELD IN THE UPPER LEVEL CONFERENCE ROOM AT HEADQUARTERS.

Kathleen Connors
Administrative Secretary