

**Watchung Library Advisory Board Minutes
Wednesday, May 4, 2016**

Mission Statement

The mission of the Watchung Library Advisory Board is to advise, support and promote the interests of the Watchung Borough Public Library.

Meeting Minutes – May 4, 2016

A meeting of the Library Advisory Board was held this day in the Bicentennial Room of the Watchung Library, 12 Stirling Road, Watchung, NJ 07069.

Call to Order

Colleen Mehegan chaired the May meeting in the absence of president Amy Fiorilla and called the meeting to order at 3:00 PM.

Present

Colleen Mehegan

Margaret (Peggy) Ellis

Lauren Ryan, Eastern Area Manager

Stephen Black, Council Liaison

Eileen Dicken

Virginia Hartmann

Maureen Greenbaum

Annette von Brandis

Hannah Kerwin, Branch Manager, Watchung Library

Absent

Stephen K. Pote, Mayor

Barbara Resko, Superintendent, Watchung Schools

Amy Fiorilla

Introduction

This is a meeting of the Library Advisory Board of the Borough of Watchung. This and all other meetings are conducted in accordance with the Open Public Meetings Act.

Revise Bylaws

Amy Fiorilla had reported that the Superintendent, Dr Resko, of Watchung Schools declined to attend any Library Advisory Board meetings in 2016 and declines to name someone to come in her place. She did not want to be represented by a parent. The mayor also cannot attend the meetings. In order to get a quorum to make decisions it was suggested to revise the bylaws. A task force committee was formed: Coleen Mehegan, Margaret A. Ellis, and Eileen Dicken will make recommendations to the Board.

Review of Minutes of March 2, 2016 Meeting

The minutes of the previous meeting were reviewed with hard copies distributed. On motion the minutes were unanimously approved by voice vote. Annette von Brandis will forward the minutes to Michelle DeRocco, Watchung Deputy Clerk, for posting on the town website and will record the minutes for this meeting.

Treasurer's Report

Colleen Mehegan informed the Board that the bank balance in the beginning of March was \$5,808.87. At the end of April the balance was \$5758.87.

There were deposits of \$299.68 from the Somerset Library System for fine money.

A check for \$50.00 was written for the maintenance of the fish tank. Mr. Black said AT&T would be willing to sponsor the tank if we posted a sign that acknowledged their generosity.

There was a lot of discussion about the AT&T offer. Mrs. Ellis suggested that we might not want to ask them to sponsor the fish tank and that we should inform them of the upcoming opportunity to do something bigger, like sponsoring a room. It was decided that Steve Black should discuss some options with them.

Report of Library Branch Manager

Hannah Kerwin reported improvements of the cleaning of our library due to the work of community service worker Neil. The performance of the cleaning service did not improve. There is still no notice given as to when the cleaners will be coming, the quality of work is poor, and there has been no response to her inquiries or complaints from Watchung Public Works. Mr. Black did bring this matter to the attention of Public Works.

It was suggested to have a schedule, contact information and a document outlining the service so that the cleaning can be managed better. Mr. Black will follow up to get these documents.

Public Works fixed a toilet. They agreed to supply toilet paper as well as other supplies, and track those paper supplies.

Ms. Kerwin reported that the full-time librarian position was filled in Watchung. Adam Volpe will start on Monday May 9, he will devote half his time to adults and half to teens.

Hannah Kerwin shared many improvements made to the building in Watchung. She passed before and after pictures around to the Library Advisory Board members. The layout of the books was reorganized starting in the children's section, now addressing the adult section.

- The kitchen has neat storage containers
- The book shelves for the book sale are now in the Bicentennial Room instead of the hallway

- Blockage of windows was removed to bring in light
- Single sided shelves are now against the wall to provide safety
- Unsafe bookends extending beyond shelves were removed

Many thanks to Public Works for moving all shelves—without their help these changes could not have been accomplished!

The couch was removed from the children's area and replaced with a table and chairs. Now children can lounge on the rug as it does not make sense to purchase furniture before the renovation project.

County Level

Lauren Ryan, Eastern Area Manager, reported that the county purchased new copiers that allow scanning and email for Warren, the Watchung copier currently allows scans to USB for free.

Ms. Ryan already asked all branch managers to have the quality of the water checked. There are no results yet.

There will be upgrades to the server infrastructure, transfer of calls between branches and a new website design that Lynn Hoffman, Head of Operations, will be managing.

Other Business

The Library Advisory Board also discussed the potential purchase of 6 new folding tables (6ft long) for approximately \$54 each. The motion passed to allow this purchase for up to \$400.

Steve Black said that the architect Anthony Iovino is working on blueprints for Plan E of the new Watchung library building. He stated that SCLS wants to review these blueprints, but Hannah Kerwin said that SCLS has no role in planning the library building. The board asked about the timeline. Mr. Black mentioned that things are happening this year with no timeline or date available. It was also noted that the council discusses plans for the library without listing it on the agenda. The board is hoping for a more transparent process, a timeline and budget in place. The blueprints are critical to begin the fundraising process. It was discussed that AT&T might also donate towards the building fund. Mr. Black will inquire. Mr. Black will request that any discussion regarding the library be noted on the agenda of council meetings going forward. Mr. Black will request that any discussion regarding the library be noted on the agenda of council meetings going forward.

Next Meeting

The next meeting of the Board is scheduled for July 6, 2016 at 3:00 PM in the Bicentennial Room at the Watchung Library. Peggy Ellis will email a meeting reminder to members prior to the next meeting.

Adjournment

On motion and unanimous agreement, the meeting was adjourned at 4:30 PM.

Respectfully submitted, Annette von Brandis