

**Watchung Library Advisory Board Minutes
Wednesday, September 7, 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 – September 7, 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

President Amy Fiorilla opened the September meeting and called the meeting to order at 3:07 PM.

Present

Colleen Mehegan

Margaret (Peggy) Ellis

Lauren Ryan, Eastern Area Manager

Eileen Dicken

Maureen Greenbaum

Annette von Brandis

Hannah Kerwin, Branch Manager, Watchung Library

Absent

Stephen K. Pote, Mayor

Michael Vignola, Principal Bayberry School

Stephen Black, Council Liaison

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.

The Board expressed appreciation to Annette von Brandis for submitting minutes of the previous meeting, and discussed the open position of secretary. Members present were asked if anyone would be willing to serve as secretary for the Board; all declined. In absence of a secretary or nominee, Amy Fiorilla offered to record minutes for this meeting, and asked Eileen Dicken to chair the meeting. Board members were encouraged to consider serving as secretary in the future, as the position remains unfilled and there is a need.

Review of Minutes of July 6, 2016 Meeting

The minutes of the previous meeting were reviewed with hard copies distributed. On motion the minutes were unanimously approved by voice vote. Amy Fiorilla will forward the July minutes to Michelle DeRocco, Watchung 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 June was \$6,184.62, and currently \$6,434.04. There were deposits of \$327.25 from the Somerset Library System representing fine proceeds, and \$32.17 from the fish tank donation can. Checks totaling \$110 have been written for the maintenance of the fish tank—two monthly charges of \$50 each and a charge of \$10 for a new fluorescent light bulb to fit the fish tank cover.

Report of Library Branch Manager

Hannah Kerwin reported regarding the summer reading program: participation in the summer reading logs noticeably declined two years ago, when the program was moved to online administration. Summer of 2016 participation was higher than it was in 2015. This summer the program was run as a hybrid sign-up. The Read to Me Club for young children was reported completely on paper; elementary school age readers had the option of reporting either online or on paper in the library; and the teens program was administered completely online. Detailed numbers regarding the participation rates were not yet available. Stuffed animals were raffled and a basket of toys given away as incentives in the program, and the Friends of the Library will award trophies to the top readers.

Regarding staffing changes, Rosemarie, a part time staffer, has moved to North Plainfield Library, and the library is in the process of hiring a part time library assistant. It was asked whether interview applicants are apprised that the library is expected to close for a period of time during construction, and Hannah, Lauren, and Keith assured the Board that applicants were made aware of the pending situation and that SCLS has a policy for relocating staff when possible during such times of closure.

Bylaws Update

The Bylaws subcommittee has reported their revisions are complete and the bylaws were submitted to the town attorney for review. Hard copies of the bylaws were distributed to members, as well as sent in advance via email. Hannah mentioned that the terms Board and Committee are both used to refer to this body; it was pointed out that the Bylaw language affirms that both terms are referring to this same group, both terms have been used because one is consistent with the town code and the other with the common usage of SCLS for its groups. Consensus among Board members was that the interchangeable terms are understood.

No further discussion was requested, a motion was made and unanimous vote to approve the bylaws as submitted.

Other Business

On Thursday September 15 architect Anthony Iovino is scheduled to present building plans before Council. It was suggested that the Friends could send a mass email out to its list, encouraging public attendance at the meeting; Peg Ellis agreed to follow up with the Friends on the matter.

Keith McCoy said that SCLS is already sketching out plans for materials handling in the event of the closure of the library. If Watchung were to provide a temporary space, a small number of materials and some staff would be made available in Watchung.

Peg Ellis related that Brian Auger told her that during closure SCLS will continue to buy new materials intended for Watchung, and asked how that would work. Keith said some major and secondary materials would be bought, as part of the regular SCLS purchasing program, and held for Watchung Library's reopening.

Report from Friends

Peg Ellis reported that the Friends brought cd's and movies to sell to a few of the local farm markets in the summertime, but due to the extreme heat sales were not brisk. Participation would be suspended until the September 11 farm market. The Friends are scheduled to bring like-new books to the PTO holiday boutique at Bayberry School in November.

Next Meeting

The next meeting of the Board is scheduled for Wednesday, November 2, 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 3:41 PM.

Respectfully submitted,
Amy Fiorilla
President
Watchung Library Advisory Board