

Library Advisory Committee

Minutes

January 24 2012, Library Conference Room

The meeting was called to order by Florence Mannion at 7:31 p.m. The Statement of Compliance was then read by Florence.

Attendance

The following members were present: Florence Mannion, Mike Giordano, Larry LaRonde, Allan Igo, Ruth DeBang, Barbara Kreder, Susan Feibush, Pat Stabile, Elizabeth Okereke (Student Representative)

Staff Members present: Lauren Ryan

Absent: Hope Blecher-Sass, Elizabeth Havrilla

Mayor Mike Giordano administered oath for Pat Stabile for a new term.

Re-organization and Election of Officers

For Chairman, Pat Stabile nominated Florence Mannion to continue as the chair and was seconded by Barbara Kreder and Allan Igo. Motion was passed unanimously.

For Vice Chairman, Allan Igo nominated Pat Stabile to continue in that role. This was seconded by Barbara Kreder and also passed unanimously.

For Secretary, Florence Mannion nominated Allan Igo to continue in that role. The motion was seconded by Ruth DeBang. Motion was passed.

For Treasurer, Florence Manion nominated Allan Igo to also continue in that role and was seconded by Pat Stabile. This motion also passed.

Secretary's Report

The minutes were then presented, as distributed after the November Meeting. Barbara Kreder moved to accept the minutes which was seconded by Ruth DeBang. All present voted in favor.

Treasurer's Report

A copy of this report will be placed on file for audit.

An accounting of account balances and activity was distributed via email prior to the meeting.

There was a discussion about closing the money market account at Wells Fargo Bank. They have been charging a small monthly fee, which exceeds our minimal interest income by nine to ten cents per month. It was agreed that we would do this. Allan will go to the bank for this. It was also agreed that we would continue to transfer funds to Unity Bank to get their marginally better rate of interest. It was also noted that Unity is very supportive of the community.

We also discussed possible participation in the Somerset County Library Foundation. With the county's request for a response in February, before our next meeting, it was moved by Allan Igo and seconded by Barbara Kreder that we participate. All present approved. Allan will be the representative.

County Report

Lauren reported that the strategic planning process was proceeding smoothly. The county is making plans to have a series of community meetings to get feedback and other input from the public.

Lauren has been asked to organize a museum pass program for the county library system.

Branch Director's Report

Lauren provided updates and information on the following matters.

- She is now a member of the North Plainfield Forum. This is providing a means of both informing the community of what our library is offering and learning what community needs are.
- The friends of the library group has been dissolved. Their account has been closed and their funds (\$1,200) added to our operating account. Lauren will address other aspects of fund raising by opening a PayPal account. This will enable a link on the county library website to accept donations which would flow to our operating account.
- The library will no longer have summer hours. Beginning next summer it will be open each Saturday until 5 pm.
- The display case has been redone.
- A magnifier has been donated to the library and is now in use.
- Lauren has noticed that the regular visits by the police have been making a noticeable difference. They periodically pass by and at times come in and other times park outside for periods.

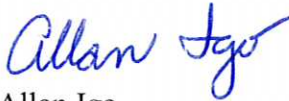
- Lauren asked about helping a tutoring group, "I Can," identify possible tutors among high school students. Elizabeth Okereke and Susan Feibush said this is very possible and provided a contact at the high school.
- It was also reported that the library is finally fully staffed.

Good of the Order

A reminder that the next scheduled meeting will be March 20, 2012 at 7:30 p.m.

Motion to adjourn was made by Allan Igo and seconded by Florence Mannion. All voted in favor, and the meeting was adjourned at 8:32 p.m.

Submitted by,



Allan Igo

Secretary/Treasurer

Library Advisory Committee

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Submitted by,



Allan Igo

Secretary/Treasurer

Library Advisory Committee

Minutes

March 20, 2012, Library Conference Room

The meeting was called to order by Florence Mannion at 7:31 p.m. The Statement of Compliance was then read by Florence.

Attendance

The following members were present: Florence Mannion, Larry LaRonde, Allan Igo, Ruth DeBang, Pat Stabile, Elizabeth Havrilla, Janice Allen, Hope Blecher-Sass

Staff Members present: Lauren Ryan

Absent: Elizabeth Okereke (Student Representative)

Guest: Michael Peabody

Scout Project Presentation / New Business

It was suggested that rules of order be waived to allow for guest presentation.

Our guest Michael Peabody is an Eagle Scout candidate. He presented his project proposal. He is proposing to work on drainage issues by the side of the children's room. Among the tasks that would be involved would be to tear out the grass, fill the area with stone and construct a guardrail to protect the area. He is also planning to address the area at the end of the parking lot around the trash receptacles.

Florence Mannion moved to accept and support his project. This was seconded by Larry LaRonde and all voted in favor.

Secretary's Report

The minutes were then presented, as distributed after the November Meeting. Florence Mannion moved to accept the minutes which was seconded by Larry LaRonde. All present voted in favor.

Treasurer's Report

A copy of this report will be placed on file for audit.

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Vendor for reservations for the museum passes will accept the use of vouchers making our advance to begin the program a one time issue.

County Report

Lauren advised that both Brian Auger and Keith McCoy were in Manville. She announced that Manville will be joining the county library system beginning in July and have full membership beginning in September.

Keith is still working with the borough on the borough's affiliation agreement. Lauren reported that it has been in Eric Bernstein's hands.

Purchases for the library's collections will be done centrally through a committee of four. One of the committee members will be our former teen librarian, Cassandra.

Branch Director's Report

Carpeting and flooring is being addressed. The work is being done by Harty Bros.

Discussed a need for a paper handler for Jessica in the children's department. The cost would be around \$700.

Allan Igo moved to approve such purchase and was seconded by Larry LaRonde. The motion passed

The pay telephone has been disconnected. It does not earn the required \$75.00 per month

Lauren announced that Mary Ann would be retiring at the end of the month.

Old Business

The discussion was introduced to amend the bylaws allowing for a provision for non-voting student liaison members and for a designation for public comment during meetings.

Hope presented a desire of the Board of Education to continue the summer reading program for middle school and high school students. They will work on the details with Lauren and her staff.

Good of the Order

A reminder that the next scheduled meeting will be March 20, 2012 at 7:30 p.m.

Motion to adjourn was made by Allan Igo and seconded by Larry LaRonde. All voted in favor, and the meeting was adjourned at 8:40 p.m.

Submitted by,



Allan Igo

Secretary/Treasurer

Library Advisory Committee

Minutes

June 19th, 2012, Library Conference Room

The meeting was called to order by Florence Mannion at 7:35 p.m. The Statement of Compliance was then read by Florence.

Attendance

The following members were present: Florence Mannion, Larry LaRonde, Allan Igo, Elizabeth Havrilla, Mike Giordano, Barbara Kreder, Sue Feibush

Staff Members present: Lauren Ryan, Keith McCoy, Jessica Trujillo

Excused:

Absent: Elizabeth Okereke (Student Representative), Pat Stabile, Ruth DeBang, Hope Blecher

Chairperson's report

Florence Mannion announced that Michael Peabody successfully finished his Eagle Scout project on library grounds.

Secretary's Report

The minutes were then presented, as distributed after the March Meeting. Larry LaRonde moved to accept the minutes which was seconded by Sue Feibush. All present voted in favor.

Treasurer's Report

A copy of this report will be placed on file for audit.

An accounting of account balances and activity was distributed via email prior to the meeting.

County Report

Keith McCoy announced that Manville Library will be joining our system effective July 2nd, at that time payroll and collection development will be taken over by SCLS. Manville will close for two weeks at the end of August and officially reopen as an SCLS library on September 5th. A grand re-opening is planned for October.

The Union Contract has been passed.

SCLS is revisiting Internet policies, the procedures have been revised and staff will be trained on how to implement the new procedures.

The library foundation board convened for the first time this week. Evelyn Silverstein, retired chairperson of the commission, will be the new president. Patrick Scaglione, treasurer, and Allan Igo Vice President. Incorporation papers need to be filed and this fall a bank account will be opened.

SCLS will begin a new museum pass program in July.

Branch Director's Report

Lauren asked that the advisory board approve up to \$640 to install locks downstairs on the doors closest to the meeting room. Larry LaRonde moved to accept this proposal and Allan Igo seconded.

Once again the library has partnered with the school district to distribute summer reading books.

Lauren and Jessica Trujillo are now notaries. This brings the total number of notaries at the library to four. Selwa Shamy is working on getting her paperwork.

Alana Danois was promoted from part time to full time to replace Mary Anne Luckenbach.

Melissa Meola, full time children's librarian, will be taking maternity leave next month. Lauren plans to take maternity leave at the end of the year.

Lauren is working on putting together the museum pass program for SCLS. The advisory board was thanked for advancing the needed funds for the program. Each branch will have a set of passes for six different museums.

The council approved the capital bond project. Money from this will go toward new flooring for the stairs and all of the children's room and offices.

Old Business

None.

New Business

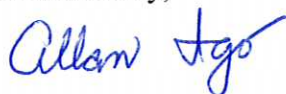
Jessica Trujillo asked the board for approximately 42k from the advisory bank account to replace a circulation desk, redesign the room, and add new furniture. The board asked her to revisit her proposal and reduce the amount requested in half. Jessica will look at her proposal and decide what needs to get done right away and what can get done as time goes on.

Good of the Order

A reminder that the next scheduled meeting will be September 18th, 2012 at 7:30 p.m.

Motion to adjourn was made by Larry LaRonde and seconded by Florence Mannion. All voted in favor, and the meeting was adjourned at 8:25 p.m.

Submitted by,



Allan Igo

Secretary/Treasurer

Library Advisory Committee

Minutes

November 20, 2012; Library Conference Room

The meeting was called to order by Florence Mannion at 7:35 p.m. The Statement of Compliance was then read.

Attendance

The following members were present:, Florence Mannion, Allan Igo, Barbara Kreder, Ruth DeBang, Pat Stabile

Staff Members present: Lauren Ryan, Keith McCoy, Selwa Shamy

Absent: Larry LaRonde, Elizabeth Okereke (Student Representative), , Elizabeth Havrilla, Hope Blecher

Secretary's Report

The minutes were then presented, as distributed after the September Meeting. Barbara Kreder moved to accept the minutes which was seconded by Ruth Debang. All present voted in favor.

Treasurer's Report

A copy of this report will be placed on file for audit.

An accounting of account balances and activity was distributed via email prior to the meeting.

County Report

Keith McCoy represented the county administration. A significant item on which he reported was that the county will be increasing the fine amounts. They are considering dedicating half of the collected money to a technology fund and hold the other half in an account for each library branch.

The strategic plan will be coming.

Going forward in 2013, Somerset County libraries will be open Lincoln's Birthday, Good Friday, Columbus holiday and Veterans' Day.

The number of web hits on the library's site are continuing to grow.

The referendum to approve building in Watchung was on the November ballot and did not pass.

Branch Director's Report

Lauren advised that she has a due date of November 30th.

Melissa in the children's room will not be returning from her maternity leave. There is a new person ready to begin and will start on November 30th. With this addition, there will now be three employees with the ability to speak Spanish.

The library has been collecting donations for Superstorm Sandy. The branch also has FEMA information available.

Jessica is working on planning the renovations to the children's room. The hope is to begin work sometime in March.

New Eagle Scout project underway, but delayed by Sandy.

Need to update security. Second camera now broken.

Selwa is in planning stages for the upcoming year.

Pat Stabile commented that her friend Marielle Ambis continued their Soil Sister work on her own while Pat was away and suggested that this be acknowledged. It was discussed and approved that she receive a certificate and a gift certificate. The gift certificate, per Pat's advice, will come from Pepe's.

New Business

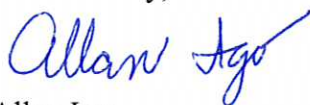
Meeting dates for 2013 were approved. They will be January 22, March 19, June 18, September 17 and November 19

Good of the Order

A reminder that the next scheduled meeting will be January 22, 2013 at 7:30 p.m.

Motion to adjourn was made by Allan Igo and seconded by Florence Mannion and Ruth DeBang. All voted in favor, and the meeting was adjourned at 8:30 p.m.

Submitted by,



Allan Igo

Secretary/Treasurer