

Agenda
3/19/20

Watchung Library Advisory Board minutes
January 8, 2020

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

A meeting of the WLAB was held this day in the Bicentennial Room of the Watchung Library, 12 Stirling Road, Watchung, New Jersey 07069.

President Amy Fiorilla opened and called the meeting to order at 3:39 PM.

In attendance:

- *Amy Fiorilla, President
- *Margaret Ellis, Vice President
- *Eileen Dicken, Treasurer
- *Tamara Benc, Secretary
- *Maureen Greenbaum, member

*Lauren Ryan, SCLS Manager of Branch Services (Strategic Initiatives and Special Projects)

- *Hannah Kerwin, Watchung Library Branch Director
- *George Alexis, Superintendent of Watchung Borough Schools
- *Tricia Keene, Valley View Middle School Librarian
- *Daryl Eisenberg-Knetgen, Borough Council member
- *Pietro Martino, Borough Council member

*Virginia P. Hartmann

Minutes from the November 2019 meeting were reviewed. A motion was made by Treasurer Eileen Dicken to approve the minutes, seconded by President Fiorilla.

President Fiorilla introduced Mr. George Alexis, new Superintendent of Watchung Borough Schools.

Treasurer Dicken provided a report of the credits and debits to the treasury through today's date based on the report she received from William Hance, the Chief Financial Officer of the borough, at 2 PM today.

October ending balance:	\$ 11,550.95	
	-75.00	Aqua Service Professionals (debit)
-250.00 Holiday luncheon		
+430.25 Fines		
+6.62 Fish donations		
	\$11,662.82	ending balance (November)
	-75.00	Aqua Service Professionals (December debit)
	+170.82	Fines
	+2.46	Fish donations
	\$11,761.10	December ending balance
	+24.00	January deposit (28.00 refund from holiday party minus 4.00 for fish food)
	\$11,785.10	Balance as of today's date

C: m+c, JD 3/5/20

Reflections about the annual holiday party held in December 2019 were shared. Total cost for the event, including food, drinks, dessert, and tip, was \$222.00. All who attended enjoyed the event.

Friends of the Watchung Library liaison Margaret Ellis reported that a fairy hunt is going on at the library now. Figurines have been hidden throughout the library. Participants who find them can hand in a slip with the fairy locations and the patron's information. This information will be used to invite participants to a fairy reception to be held at 4 PM on January 22.

A question arose as to whether SCLS plans to continue collecting library fines and Ms. Ryan answered that 78% of monies collected through fines at WGL comes back to the local library. Ms. Ryan stated that our system is not considering removing fines or changing the fine reimbursement policy.

Ms. Ryan, SCLS Manager of Branch Services (Strategic Initiatives and Special Projects), shared that the submission period for grant money available through the Library Construction Bond Act runs from March 9 through April 6, 2020. Revised guidelines now provide an increase from \$450 to \$500 per square foot in matching construction funds. President Fiorilla stressed that the borough needs firm architectural plans to submit as part of the application process; placeholder plans cannot be submitted as major changes in plans would require the application to be resubmitted entirely.

Watchung Library Branch Director Hannah Kerwin presented her report. A new employee was recently hired bringing the staffing total to four part-time employees and four full-time employees. She thanked the WLAB for the lovely holiday party.

Regarding building development, Ms. Kerwin reported that security cameras were installed in all branches. Our facility has one interior camera covering the front door and circ room. In the future, staff will be able to view a live feed online.

Ms. Kerwin also reported that paint had not been scraped from the window panes by the painters after working at the library. She alerted the Department of Public Works and the issue was resolved. The DPW was given a new set of letters, including the elusive W, [thanks to Eileen Dicken for finding the matching W at a store in Pennsylvania], which was installed above the front entranceway. At night, the newly installed light, suggested by the WLAB, shines in the space between the words WATCHUNG and LIBRARY.

Regarding programming: Fourteen babies/families attended yesterday's story time. Ms. Kerwin regularly submits photos from youth and adult events held at the library, and the local paper *The Echoes Sentinel* prints them frequently. Eileen Dicken asked about how photos are handled in press releases, and Ms. Kerwin and Ms. Ryan said that events that happen in the library are public in nature and photo permission is implicit; signage was observed in the meeting room to reflect that. Mr. Alexis and Mrs. Keane referred to the varying levels of permission for such usage that families sign off on in the school system.

President Fiorilla revisited the gutter issue which surfaced several months ago. She suggested that the DPW change out and/or readjust the gutters last fall. The gutter diversion was done by the DPW to see if it would eliminate the flooding situation that was occurring in the basement; flooding has not occurred recently, so it seems to have helped the basement problem. Ms. Fiorilla also noted that gutters still lead out to the sidewalk, and ice may form under and around them when the temperatures fall below freezing. James Damato, new borough administrator, will be contacted by Ms. Kerwin regarding this concern.

It was noted that Bob Burns, current Public Works manager, will be retiring at the end of February.

Cleaning issues continue along with uncertainty about what tasks are covered by the cleaning contract, and what should realistically be expected to be done. Ms. Fiorilla suggested that a cleaning checklist, items to be tackled by the cleaning service, be shared with Ms. Kerwin, branch director. In the discussion that ensued, it appeared that not one person could delineate the exact responsibilities of the crew that cleans the library. Ms. Kerwin will add this checklist request to the gutter correspondence that will be sent to Mr. Damato; Ms. Fiorilla will be cc'ed on this correspondence.

It was reported that the bench in the Bicentennial Room needs to be replaced; one leg fails to support the bench and could be hazardous if someone sat or stood upon it. President Fiorilla suggested purchasing small folding tables for the library (table size: approximately two by four feet) that adjust to three different heights. This style of table is available at Costco for about forty dollars. Ms. Kerwin added that the library could also use collapsible card tables (approximately three by three feet) for game nights. Secretary Benc made a motion to spend up to \$325 for four tables: two 2' x 4' tables and two card tables. Vice President Ellis seconded the motion. All were in favor of the motion. Treasurer Dicken will begin comparison shopping. Ms. Kerwin also mentioned that the library needs a podium which would be most helpful when guest speakers present. She will put in a request for a podium to SCLS.

Ms. Fiorilla relayed having had a conversation with Branch Director Kerwin about the need for a screen for the meeting room at WGL (the Bicentennial Room), that could accommodate casting by presenters--such as a smart TV mounted to the wall. Presenters have been using an old projection screen that is in poor condition, heavy, with curled edges, and this does not add to the function of their programs and audio visuals. Ms. Kerwin said she would include a request for a smart TV for this room in the branch's projected budgeted tech items for this year through SCLS. A smart TV should allow any presenters with a smart phone or other computer device to wirelessly cast their content directly onto the screen, greatly enhancing the audio visual capability of the programming space. Examples were shared of recent programs that would have been better had better AV screens been available: the eagles' nest children's program, the best books program, the home decor/paint colors program. Presenters often bring AV or power point graphics with them and this would be very helpful for them.

Council liaison Lindsay Goodloe was not present; no report was shared.

The next meeting of the Watchung Library Advisory Board will take place on March 4, 2020 at 3:30 PM at the library.

Under new business, Council member Martino suggested that since action by the borough regarding a new library/community space facility may take place during the next fifteen to thirty days and questioned if our group should meet sooner than our next scheduled meeting. Members expressed that this board is not tasked with the building construction project, but that the board already submitted their suggestions for features that should be included in a new building, in a report in April 2019. Ms. Fiorilla will send to the full current council the formal report and recommendations of the Watchung Library Advisory Board subcommittee outlining the board's input. She also stated that if board members desired another meeting then we might reserve February 5 as an added meeting date. No member requested that such a meeting be added.

The meeting was adjourned at 4:36 PM.

Respectfully submitted,

Tamara Benc, Secretary