

**Watchung Library Advisory Board Minutes
Wednesday, January 6, 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 - January 6, 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

Treasurer Colleen Mehegan called the meeting to order.

Present

Colleen Mehegan

Maureen Greenbaum

Peggy Ellis

Amy Fiorilla

Hannah Kerwin, Branch Manager, Watchung Library

Steve Black, Council Liaison

Also Present

Virginia Hartmann

Eileen Dicken

Annette von Brandis

Absent

Lauren Ryan, SCLS Area Manager

Stephen K. Pote, Mayor; Alexandra Benc, Carolyn Telesmanich

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.

Update on the Library Building plans

Discussion ensued about the most recent floor plans and the upcoming proposals to be presented to council by Anthony Iovino, architect. Steve Black offered to apprise the Board when Mr. Iovino's proposals will be discussed at council. Noting council's desire to be more informed about the library (as expressed by Rob Gibbs at the Friends public information session the evening of December 1 with Brian Auger), Virginia Hartmann offered to apprise council of Advisory Board activities as needed at Council meetings, as the Board is viewed as liaison between Council and SCLS. The Board expressed the need that any new or renovated library building should include meeting/community space.

SCLS

Hannah Kerwin outlined the weeding efforts in process under the direction of SCLS. She outlined the library's commitment to supply materials required by patrons, in that requested materials can be purchased by the library. The Board expressed that patrons need to be apprised of this service so that they make greater use of it.

Annette von Brandis pointed out the inadequacy of summer reading list materials for students of Valley View and WHRHS, and offered to act as liaison to the schools, to endeavor to acquire the required reading lists as early as possible, so that the materials could be augmented and made available to patrons.

Virginia Hartmann raised the discussion of how to best fundraise on behalf of the library building effort, through the Board, the Friends, and the Library Planning Committee. Steve Black will research and advise after consultation with the town attorney.

Changes to Bylaws

The Board discussed proposed changes to the Bylaws, including: to reduce the number to constitute a quorum to four voting members (down from five); to formally thank Alexandra Benc for her dedicated service to the community through her participation on the WLAB, and to discontinue student inclusion on the board; to change the language in the bylaws to reflect the SCLS name change of library 'director' to 'branch manager' (article 8 section D). Peg Ellis moved to alter the bylaws as noted, Colleen Mehegan seconded and a voice vote unanimously passed the motion.

The bylaws change regarding quorum reads as follows:

Title VI. Meetings and Voting.

Article 11. Regular Meetings.

Current language:

- C. At all meetings, five (5) members of the Committee shall constitute a quorum.

To be changed to:

- C. At all meetings, four (4) voting members of the Committee shall constitute a quorum.

Treasurer's Report

Colleen Mehegan informed the Board that the current balance is \$5,818.72. Recent expenditures have been \$200 to Hannah Kerwin for the expenses related to the Volunteer/staff holiday party and the

monthly \$50 fee paid to Aqua Service Professionals for the maintenance of the lobby fish tank.

Hannah Kerwin requested reimbursement of \$200 for a desk she purchased to be used as a reference desk; a check will be made out to Hannah Kerwin for reimbursement, and a separate check in the amount of \$100 will be made out to Hannah Kerwin for an annual petty cash allotment. Hannah Kerwin will keep receipts for monies drawn from the petty cash funds, to cover purchases of small items such as batteries. Peggy Ellis motioned to approve these expenditures, Steve Black seconded, and a voice vote unanimously passed the motion.

Membership/Election of Officers/Reorganization

The Board Reorganization was postponed until a special meeting to be held February 3 for reorganization, installation of officers, and updated status of the library building plans. Mr. Black will ensure that the membership is properly installed according to the bylaws through mayoral appointment, including new members Eileen Dicken, Annette von Brandis, and Virginia Hartmann.

Previous members Vinnie Russo, John Melchow, and Carolyn Telesmanich will be removed from the Board roster due to reesignation, relocation, and a full year of inactivity-- respectively.

Meeting Schedule

Members of the Board discussed a proposed meeting calendar for 2016, with all meetings taking place at 3 PM in the Bicentennial Room at Watchung Library, subject to further notice. Peggy Ellis will forward the meeting dates to Michelle DeRocco, borough clerk, for required notice.

February 3

March 2

May 4

July 6

September 7

November 2

The calendar is to be reviewed by the Board, and sent to the Borough Clerk for distribution to local periodicals in accordance with the Open Public Meetings Act pending Board approval.

A request was heard for a list of all Board members, with email and phone contact information; Amy Fiorilla will prepare and distribute the list to members.

Adjournment

Amy Fiorilla moved to adjourn the meeting, seconded by Peggy Ellis and passed by unanimous voice vote.

Respectfully submitted,

Amy Fiorilla

member, Watchung Library Advisory Board