

**Watchung Library Advisory Board Minutes
Wednesday, February 3, 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 – February 3, 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 at 3:07 pm.

Present

Colleen Mehegan

Margaret (Peggy) Ellis

Amy Fiorilla

Virginia Hartmann

Eileen Dicken

Hannah Kerwin, Branch Manager, Watchung Library

Steve Black, Council Liaison

Keith McCoy, Public Service Director, SCLS

Absent

Stephen K. Pote, Mayor

Maureen Greenbaum

Annette von Brandis

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.

Review of Minutes of 1/6/16 Meeting

The minutes of the previous meeting were reviewed with hard copies distributed, and a motion to pass the minutes was made by Virginia Hartmann, seconded by Steve Black, unanimously agreed by voice vote. Amy Fiorilla 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 current bank balance is \$5,336.52. Recent expenditures have been \$200 to Hannah Kerwin for reimbursement for a desk she purchased and two monthly \$50 fees paid to Aqua Service Professionals for the maintenance of the lobby fish tank, and \$100 disbursement to Hannah Kerwin to keep as petty cash funds, the expenditure of which will be reported to the Board routinely. Hannah said the funds allowed her to buy some shelf liner at a cost of \$8, which greatly improves the appearance of the book drop area at the circulation desk.

Steve Black asked for an explanation of the Board's income, which Colleen Mehegan clarified as follows: fine money that is collected at the Circulation Desk is sent to the offices at SCLS; SCLS then returns to the Board 75% of those monies, which are deposited into the Board's bank account. There is no other income currently being credited to the Board.

Report of Library Branch Manager

Hannah Kerwin reported that a full-time librarian job has recently been posted to serve as half-time in teen services, half-time in adult services. The position will involve setting up programming, reference help, and other general librarian duties.

Report of SCLS Representative

Keith McCoy reported that SCLS is conducting a staff training and development day in May, systemwide, which will involve the closing of the branch on that day. He mentioned the annual Library Advisory Board dinner, to be held on Wednesday, February 24 at 6 pm. All members of the Board are invited to hear speakers Lynn Hoffman, director of operations and Rich Loomis, digital services manager. He said that I-Beacon technology will soon be available, which will allow the system to send texts directly to patrons' phones upon their physical entrance to a library building. Patrons will need to opt in for this technology on their devices. He said SCLS provided some second hand computer tables to the branch, which Hannah said are being used in the computer quad setup. A major project for SCLS for 2016 will be to replace the circulation software systemwide.

Report of Council Liaison Steve Black

Steve Black asked Hannah about her need for access to Board funding, and she indicated that the petty cash had been received, and that other requests would be presented at Board meetings, currently scheduled for about every two months on the calendar. He reported that there is a Watchung Community Foundation, which is a 501(c)3, and could hold any donation funds that the Board receives, earmarked for the library; the fund currently holds an amount estimated at about \$1,000 in the library's name. It was also noted that the Friends is a 501(c)3 and can also receive tax deductible donations, and is exclusively for library funding—not commingled with other town monies. He said that the architect Anthony Iovino is scheduled to present four concepts for the library building at the Council meeting on Thursday, February 18. Mr. Iovino will estimate a dollar amount for each option, and the Council will then narrow down the reasonable choices. The Council has in the past committed to spending \$1.5 million on the building project; Councilman Bill Nehls has recently indicated there is a \$600,000 building and grounds bond and Council is committed to making that money available for the library project.

Membership/Election of Officers/Reorganization

The annual election of officers was conducted. The slate was approved by a motion offered by Peggy Ellis seconded by Steve Black, and passed by unanimous voice vote. The membership list was reviewed:

Amy Fiorilla – president

Eileen Dicken – vice president

Colleen Mehegan – treasurer

Virginia Hartmann – secretary

Margaret (Peggy) Ellis

Maureen Greenbaum

Annette von Brandis

Stephen K. Pote, Mayor

Steve Black, Councilman

Hannah Kerwin, Branch Manager

Amy Fiorilla will forward to Michelle DeRocco, Watchung deputy clerk, the current roster of members and officers, and to Hannah who will distribute it as needed to SCLS staff.

Other Business

Virginia Hartmann shared the results of her efforts to explore fundraising possibilities. She researched the event planner used by Long Hill Library, which netted \$25,000 from a major fundraising event, that was then matched with \$25,000 by a single donor; and further increased by various other fundraising efforts that added \$10,000 to their funds. She pointed out that the single matching donor had a great influence on the totals from the efforts. Some discussion of the fundraising options ensued, with note that the building plans are imminent and this topic will be discussed in future when more hard numbers are known. Virginia pointed out that if state funds become available, it would be best if the project were 'shovel ready,' and poised to apply for those funds in a very timely manner.

It was noted that the Library Commission would be meeting this evening in Manville and collections management is on the agenda, though Keith was unsure if that would be addressed.

Next Meeting

The next meeting of the Board is scheduled for March 2 , 2016, at 3 PM in the Bicentennial Room at Watchung Library. Peggy Ellis will email a meeting reminder to members prior to the next meeting.

Adjournment

Amy Fiorilla moved to adjourn the meeting at 4:16 pm, seconded by Peggy Ellis and passed by unanimous voice vote.

Respectfully submitted,

Amy Fiorilla

President, Watchung Library Advisory Board