

**Watchung Library Advisory Board Minutes
Wednesday, July 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 – July 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

President Amy Fiorilla chaired the July meeting and called the meeting to order at 3:06 PM.

Present

Amy Fiorilla

Colleen Mehegan

Margaret (Peggy) Ellis

Lauren Ryan, Eastern Area Manager

Michael Vignola, Principal of Bayberry Elementary School

Eileen Dicken

Virginia Hartmann

Maureen Greenbaum

Annette von Brandis

Hannah Kerwin, Branch Manager, Watchung Library

Stephen Black, Council Liaison, joined us for the last 20 minutes

Absent

Stephen K. Pote, Mayor

Keith McCoy

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.

Secretary

The position of Secretary is still open and we are asking for a board member to volunteer.

Introduction of New Member

The Board welcomed Michael Vignola, Principal of Bayberry Elementary School, who will represent Dr. Barbara Resko, Superintendent, Watchung Schools on behalf of the BOE.

Review of Revised Bylaws

- Hannah Kerwin noted our use of the word "board" vs. committee as stated in the bylaws.
- To change SCLS to SCLS of NJ
- Discussed the question regarding the handling of money. History: 3 years ago there was a treasurer. The lawyer commented after 3 years that we should not have one, however this was the purpose of the board.
- Agreed that the change of number of quorum is necessary so that we can conduct business.
- Lauren Ryan forwarded this document to Keith McCoy who commented that it looked okay to him.
- Next steps, WLAB agreed to send this to the lawyer for review.

Review of Minutes of May 4, 2016 Meeting

The minutes of the previous meeting were reviewed with hard copies distributed. On motion the minutes were unanimously approved by voice vote. The minutes will be forwarded to Clerk Michelle DeRocco for posting on the Borough of Watchung website. Annette von Brandis will record the minutes for this meeting.

Treasurer's Report

Colleen Mehegan informed the Board that the bank balance is currently \$5,377.93; the starting balance was \$5798.87. \$420.94 was used to pay for the fish tank (2x\$50) and to reimburse Amy Fiorilla for the tables she purchased for the library (\$320.94).

Report of Library Branch Manager

Hannah Kerwin informed us that Adam Volpe started as a full time librarian for adult and teen on May 9th. Shauna Samuels was hired as a part time assistant in circulation, replacing Jonathan. Now the library is fully staffed.

The fish tank was centered so that it can be viewed from all sides, the light was replaced and a sign was added advertising to read to the fish.

The moving of furniture and inventory is completed for now. Empty shelves are utilized for summer reading activities. The new layout enables you to see through the window to the garden. The reduced number of items meets the size of the building. Hannah Kerwin highlighted how helpful the staff was, Adam was able to reconfigure the teen area. Public Works completed big projects and continues to supply toilet paper. Hannah also met the cleaner—Migel—who cleans all building of the Borough of Watchung. She found that the town is not authorizing the funds needed for all the work to be done.

There were questions regarding the “No Exit” sign in the senior room. Should it be opened or is the outside too hazardous?

A big colorful eastern milk snake was spotted in front of the senior room. A black bear was seen in the parking lot.

Other Business

Mr. Vignola offered his access to media, but Hannah Kerwin explained that what wouldn't be necessary. The media department of SCLSNJ has a marketing department for media coverage.

Virginia Hartmann as the representative for the library building committee asked if anyone from the architectural team asked the librarians for their input. Hannah Kerwin responded that she had not seen the layout, and stated that Anthony Iovino, the architect, specializes in small libraries. She felt it was too early for her input. Virginia explained that it is important to give input during the early phases in order to get the most ideal design solutions, even before it goes to blue print. Hannah agreed to look at the blue prints.

Peggy Ellis reported on the activities of the friends of the library. The bookstore greets visitors with festive flags from the grand opening. The open house was successful and book bucks were given out. The friends are participating in the farmers market on Sundays July 31- Oct 2nd, offering DVDs, CDs and books for sale.

Stephen Black joined the meeting late informing us that the building project will be on the agenda at the September 2nd meeting for the final vote. Then it will go to bid with real \$ amounts. Plans can be viewed at borough hall, they show more detail, but are not in the blue print stage yet.

The discussion continued about the process of reviewing the plans and watching the contractors during the building phases. Will the town engineers be able to come daily to the construction site? Somebody needs to check every day. Deadlines need to be established.

The fulltime employees will be assigned elsewhere within the SCLSNJ, since the staff is easily transferable. Should Hannah Kerwin be a contact or a second set of eyes?

Stephen Black will report to the borough that there should be oversight representing the interest of the town.

Lastly it was discussed if Watchung can find temporary housing for the library providing a holding space for items. Following is a list of potential sites: Exempt Hall, Texier House, Art Center, Wilson Memorial Church, St Mary's. The idea is that this pop up place would be a local spot for transactions for the community and a presence for programming so that library life could continue, and keep groups going.

Next Meeting

The next meeting of the Board is scheduled for September 7, 2016 at 3:00 PM in the Bicentennial Room at the Watchung Library.

Adjournment

On motion and unanimous agreement, the meeting was adjourned at 4:25 PM.

Respectfully submitted,
Annette von Brandis