

**Watchung Library Advisory Board Minutes
Wednesday, November 2, 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.

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 opened the September meeting and called the meeting to order at 3:04 PM.

Present

Colleen Mehegan

Margaret (Peggy) Ellis

Eileen Dicken

Maureen Greenbaum

Michael Vignola, Principal Bayberry School

Stephen Black, Council Liaison

Lauren Ryan, Eastern Area Manager

Hannah Kerwin, Branch Manager, Watchung Library

Keith McCoy, SCLS Public Services Director

Virgina Hartmann

Absent

Annette von Brandis

Stephen K. Pote, Mayor

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 September 7, 2016 Meeting

Approval of the minutes of the previous meeting were approved with a motion by Colleen Mehegan, seconded by Eileen Dicken, and a unanimous voice vote of members present. Amy Fiorilla will forward the September minutes to Michelle DeRocco, Watchung Clerk, for posting on the town website and will record the minutes for this meeting. The position of secretary remains open and all members were encouraged to consider serving in this capacity.

Treasurer's Report

Colleen Mehegan informed the Board that the bank balance in July was \$6,434.04 and as of the September 30 statement, \$7,013.54. There were deposits of \$629.50 from the Somerset Library System representing a portion of fine proceeds. Only one check was disbursed during the period, the monthly charge of \$50 for fish tank maintenance.

Council member's update on new building progress

On November 7 Steve Black, Virginia Hartmann, and Mayor Pote are scheduled to meet with a volunteer Watchung resident who has offered her advice on fundraising, to explore strategies regarding raising private monies for the library building project.

Architect Anthony Iovino presented floor plans at the council meeting in late September, and is making design alterations to the exterior, within the constraints of the planning budget, to make the plan more visually appealing. Once floor plans are confirmed, request for construction bids are expected to go out, probably in early 2017, with return of the proposals within 60 days of RFP. Steve reiterated that council is committed to spending roughly \$3.2 million to complete this project.

Report of the Friends liason

Peggy reported the farmer's market sales were not brisk and noted that promotion of the sales were not as vigorous as in the past. Friends is revisiting the idea of participating in the farmer's market next year unless better promotion is expected to generate more traffic. Friends will participate in the holiday boutique at Bayberry school, selling new or like-new gift-worthy books and dvds. Items are being sorted and priced.

Report of Library Branch Manager

Hannah requested funding of the volunteer/staff holiday party, in the amount of \$200. The event is planned for a weekday between noon and 2 pm and all volunteers, board and friends committees, and staff will be invited. A motion to approve was made by Eileen Dicken, and Peggy Ellis seconded, followed by unanimous approval by the Board members present.

Elaine Stringer will manage the library while Hannah is out on medical leave for a period in the upcoming months, Lauren will handle major issues.

Other Business

Keith McCoy indicated that the system is in the process of replacing servers and routers throughout the system, which should be completed by the end of 2016. The project will improve wifi connections in all branches, and will include filters to shield patrons from inappropriate internet content. A VOIP phone system will be installed next year systemwide, which will be run by equipment supplied by SCLS. Hannah mentioned that the security system may still require that the library keep a landline phone line, but this new configuration will route regular calls through the VOIP.

Keith noted that the Library commission has a vacancy as John Paul Levin is moving out of state.

The host funding reimbursement has been authorized and checks will be sent out next month. Watchung should expect to see a check of approximately \$4,000.

It was asked how these funds would be handled going forward, if the building were closed. Keith indicated that the money would continue to be refunded to Watchung throughout the building process, and likely would be \$4,000 in 2017 also. Amy Fiorilla noted that these funds might be used to offset any expenses the borough might incur for setting up a pop-up library in town for the duration of the construction. Steve Black said he would pursue the idea of a pop-up for limited services and to maintain a library presence in town. Keith indicated that the likely staffing (by SCLS) of such a pop-up would be four hours a day, six days a week, staggered at different times for greater convenience for patrons. SCLS would supply the computers and staff for the venture.

Keith also highlighted some publishing projects undertaken by staff in the system: Jim Somerville at Somerville Public Library Carol Levin at Bridgewater has self-published a coloring book called Remember the Ladies through a kick starter campaign, and Hannah Kerwin is publishing a compilation of information and pictures about the old Presbyterian graveyard in Bound Brook, with accompanying genealogical information.

Adjournment

On motion and unanimous agreement, the meeting was adjourned at 3:52 PM.

Respectfully submitted,
Amy Fiorilla
President
Watchung Library Advisory Board