

Agenda
4/19/18

Watchung Library Advisory Board *Committee*
1/3/18 Minutes

Called to order by WLAB President Amy Fiorilla at 3:07 PM.

Present were

- Amy Fiorilla
- Eileen Dicken
- Margaret Ellis
- Maureen Greenbaum
- Michael Vignola
- Hannah Kerwin - Watchung Library Manager
- Keith McCoy - SCLSNJ
- Virginia Hartmann

Absent:

- Stephen Black - Council Liaison
- Annette VonBrandis

Minutes of the previous meeting were approved without change. (Moved by Ellis, seconded by Vignola.)

Treasurer's Report

Treasurer Eileen Dicken gave her report:

Ending Balance for Sept \$9,326.12

Oct No Deposits
 Debit \$50 to Aqua Services for Monthly Maintenance

Ending Balance for Oct \$9,276.12

Nov Deposits \$235.09 Fines
 \$18.55 Fish donations

 Debits \$50 to Aqua Services for Monthly Maintenance

 \$200 for Library holiday party

Ending Balance for Nov \$9,279.76

Dicken reported on a meeting that took place this afternoon between Borough Administrator Tom Atkins, Borough Chief Financial Officer Bill Hance, Hannah Kerwin, Amy Fiorilla, Eileen Dicken, and Margaret Ellis. Mr. Atkins and Mr. Hance informed us that accepted practice for government agencies prevent us from using a debit card.

There will be other procedural changes to the way we handle our funds. In particular, we may place our funds into an escrow account with the Borough. Keith McCoy recommends this option. Mr. Hance will look into setting up what we need and will get back to us. The Board expressed a consensus that a dedicated escrow account in the Board's name is much preferred to our funds going into a general fund and being aggregated with other monies. It is understood that the Board will have full discretion on how the funds are used.

Friends of the Watchung Public Library Report

Margaret Ellis reported that

- The Friends sold books at the Watchung PTO Holiday Boutique at Bayberry School. She pointed out that the sale serves two purposes:

- It's a fundraiser for the Friends.
- It promotes literacy by providing an opportunity for the children to give books as gifts and then see adults appreciate books and enjoy reading.
- The Friends' planned Winter Holiday Open House was cancelled because it snowed that day.
- The Friends are now promoting picture books for sale, tying in with the SCLSNJ 1000 Books Before Kindergarten promotion.

Watchung Manager's Report

Hannah Kerwin reported:

- Former part-time Library Tech Shauna Samuels has resigned. The position is currently open and plans are to fill it.
- Janice Hulik has been hired as a part-time Library Tech, replacing Patty Zeitler.
- Installation of the new Integrated Library System--the software used for circulation, as well as ordering, cataloging, and collections management--has been completed. Kerwin reports that SCLSNJ expects increased patron satisfaction. New features of the ILS include
 - A new children's catalog, with pictures of subjects geared to selection by young children
 - Paperless collecting of materials on hold. Now staff members take a tablet through the stacks to identify books they are pulling for holds.
 - Collection and storing of more data, which can be analyzed to improve library services and monitor use of materials.
 - Modified patron check-out receipts, which include a summary of how much the borrower has saved with each check out, as compared to having to buy the materials checked out.

Other Business

Amy Fiorilla reported that a large proportion of Watchung voters approved the NJ Library Construction Bond Act on the November 2017 ballot -- 879 in favor, 721 opposed. Fiorilla observed that this vote could be interpreted as a referendum on building a library in Watchung, noting that Watchung voters did not approve state funds for libraries solely so that other towns can build. Maureen Greenbaum added that a large proportion of New Jersey voters approved the act.

Keith McCoy updated us on the expected timing of grant applications. He said that procedures for applying for grants could come out in March, which will be followed by a 30-day period for public comments. He does not expect that applications will be submitted until early summer.

McCoy also informed the board that, should the library be closed for construction, and if the Borough provides suitable space, SCLSNJ will provide interim supplies and services including

- limited staffing
- computer services
- phones
- new materials

Dates for upcoming meetings were approved: March 7th, May 2nd, July 11th, September 12th, November 7th, January 2nd (2019). The next meeting of the WLAB will be Wednesday, March 2nd, at 3 PM in the Bicentennial Room of the Watchung Library. Meeting adjourned at 3:57 PM.

Respectfully submitted,
Margaret Ellis