

- I. Call Meeting To Order Warren Library Advisory Board**
- II. Flag Salute**
- III. Roll Call** (Chris Burkhardt, Valentina Carleo, Ansli Croson, Alicia Drozd, David Greene, John Henschel, Anne Isedeh, Mark Ramos, Aparna Virmani, Dan Croson, Lisa Lontai Lynn Mazur)
 - a. In Attendance: Chris Burkhardt, Valentina Carleo, Alicia Drozd, David Greene, John Henschel, Anne Isedeh, Mark Ramos, Lynn Mazur
 - b. Not in attendance: Ansli Croson, Aparna Virmani, Lisa Lontai
 - c. New Members: Dan Croson is our new Liason from the township committee.
 - d. Mark Ramos also a new member from the Lions Club
- IV. Reading and approval of the minutes**
 - a. Approval of [December 14, 2022](#) Regular Meeting Minutes
 - i. Motioned by Valentina Carleo
 - ii. Seconded by Anne Isedeh
- V. President's Report- completed**
 - a. Welcome to our new members
 - b. Review Meeting Norms
 - i. Sticking with a problem until a shared agreement
 - ii. Recognizing progress
 - iii. The team is invested in a shared commitment that Warren receives the best services
 - iv. Transparency
 - v. Action items established
 - c. President Update
- VI. Old Business**
 - a. Spending of LAB Funds
 - i. Update on children's play area - Lynn: Creative Library Concepts and interiors came in person to evaluate space. Looking at the shelving, quotes received and anticipated. Alicia and Lynn will work with the Dealaman family for their input for the upgrade. Since the family made the donation. Family would like to name it after their grandmother and grandfather.
 - ii. Update on technology - from the left over fine money, we recommended that the money was spent on the interactive white boards that will lead to improved adult programming and for the kids.
 - iii. Ideas for remaining fine money - Alicia recommends the board giving a recommendation. Suggest a priority list be made. Lynn would like the furniture to be replaced. Furniture since 1994.
 - iv. Add to action item: small group: Val, Anne, Aparna, Lynn and Alicia to meet to discuss a priority list for money use and furniture possibilities.
 - v. Open suggestions: Mark - concerned about exposure for the library. New Ideas: Branding signs for events to promote the library in the

community. A table for any upcoming, and to attend a big event for exposure.

- vi. Next community Event is the EXPO- library closes at 5:00pm that day. First week of the Summer reading challenge also begins at that time. As per Lynn: she will be able to staff one night, Lynn has already spoken to staff. LAB will need to send a request to the Lions Club for a spot or a table. At the table patrons can sign up for reading list.
 - vii. Action item: consider purchasing a Branded Canopy
 - viii. As per Mark: "At the winter festival the representation was not appealing." More advertising to draw in more people into the library is recommended.
 - ix. Canopies: branding, a new branding - use colors from the library. Mark can create a list of new branding ideas to discuss at the next meeting.
- b. Board Updates
- i. Building and Financial Sub-Committee Report (Val/David)
 - a. New doors have been installed. Reviewed financial statement.
 - b. Recommend a charging station or a portable charging stations in the library.
 - ii. Adult Programming (Jack)
 - a. David's Green, Jack and Alicia met with Daryl for adult programming services. This programming meeting included Watchung and Warren Friends of the Library, a Watchung LAB representative and the two library managers.
 - b. Open to suggestions, for recommendations. On the website, requests can be made.
 - c. Allen Siegel Visiting Author: suggested by David Greene, that Mr Siegel bring book copies to sign and sell.
 - d. Dan: suggests language classes
 - i. County level initiative March 9th participating in the English as a second language conversational English
 - iii. Children's Programming Sub-Committee Report (Chris)
 - a. Good response to programming and lots of programming that will come up in the next few months and otherwise it looks.
 - b. Reading to therapy dogs is a popular program
 - c. Summertime Candy land theme inside the library is planned. Plan to advertise with social media shares for 2023 Summer.
 - d. Miranda, Middle school Librarian - suggests Pre teen population: book club to support their summer

reading to continue to motivate them to read. Goal is to get them into the library more.

- e. As per Lynn: There is a pending new teen librarian. Students are aware of how to participate in book clubs. The middle school Reading is called the “Destiny program” book list will be ready in the spring. New students who will need to get library cards.
 - f. Miranda also suggests: do a field trip to the library in September. NOTE: September is parent sign up for library cards.
 - g. Val, regarding middle school literacy promotion. Community activity where students can get a discount at local restaurants or Starbucks and so on if they show their reading list. Emphasizing the socializing aspect of a book club.
 - h. Upcoming Capstone: 5th and 8th grade - United Nations Sustainable goals: students are to identify conflict and research initiatives. Speakers: “Life on Land” if there is a library program that would support that- send topic list to Alicia and Lynn.
 - i. “Uber Books”: Idea to offer Book bags - Valentina has experience with such a program. Book delivery.
 - j. Chris: suggestion that conversational English also be done for the children’s program.
 - k. Suggestion: Warren Welcome Wagon brochures to spotlight the library. Lynn would like to make a letter from the branch manager. QR codes on advertising is the way to go for any advertising.
- iv. Community Outreach: Sub Committee Report (Anne and Anjali)
- a. Could there be more daytime programming for stay at home moms? Update from Lynn.
 - b. Support the community outreach efforts and the schools.
 - c. Being present at the community events. Like scout events and hosting scouts may continue to be an opportunity. Maybe that would be a place to advertise with the scouts.
 - d. Recommend being present at the Memorial Day parade or support the scouts at the end of the parade in some way.
 - e. Using the spaces better in the library. The rooms can be reserved, 2 times a month for 4 hours at a time. Fridays are a lighter day. Students using it to study club and Girl Scouts. Local businesses meet in the library. Room reservation regulations can

VII. New Business

- a. Re-organization
 - i. President Nomination: Alicia
 1. Motion - David
 2. Second - Val
 - ii. Secretary Nomination: Anne
 1. Motion - Alicia
 2. Second - Val
 - iii. Sub-Committee Nominations:
 1. Building and Financial Sub-Committee: Mark and David
 - a. Motion - Alicia
 - b. Second - Aparna
 2. Adult Programming Sub-Committee -Jack and Alicia
 - a. Motion - Jack
 - b. Second - Alicia
 3. Children's Programming Sub-Committee -Chris and Val
 - a. Motion - Chris
 - b. Second - Val
 4. Community Outreach: Sub-Committee -Anne and Ansli
 - a. Motion - Mark
 - b. Second - Alicia
- b. Township Ordinance
- c. David Greene provides background knowledge of concern. There has been animosity between the friends and the LAB. No one who is currently on the LAB knows anything about it since it was so many years ago. David proposes to amend the ordinance to provide a position for the president to appoint a representative to be at the board meetings. For one year at a time.
- d. Background: The Friends of the Library Representative has not been in attendance for many years. A position for the friends was initially part of the L.A.B. But then as the years went on with no one to fill the position, another library support patron, from another community organization, was able to fill the spot. As stated in the ordinance, "A friend or another organization" can fill the position.
- e. Another suggestion by the LAB is to have a "standing seat" or to add another seat. Structured with an odd number to have an 11 seat committee. This can be recommended only, the Advisory Board can ONLY advise and no member is able to make decisions on who is on the board. Patrons are encouraged to apply with the Warren town secretary. The LAB has no say is who is on the board. However, the LAB is excited to have the interest of patrons and would like to focus on how we move forward together to support the Library.
- f. Communication between the groups. Since October 2020, has had no issues, and so the board would like to acknowledge the Friends of the Library and welcome them to have the floor to share thoughts and ideas.
- g. Suggestion: Statement of appreciation for the Friends of the Library, and that they deserve an opportunity to have a seat from the LAB.

- h. We appreciate their efforts. Encourage a partnership. Would they like to attend the end of the meetings?
- i. LAB would like to know what the friends of the library would like to do moving forward?
- j. Concerns: Friends are not publicly elected
- k. LAB recommends: Sit and explore this and give it attention. Stick with it and ask the questions. Engage and have a measured approach to finding a resolution.
- l. Motion: David to withdraw offering a new spot on the board and will discuss at the next meeting.
- m. David Motion: Virtual meetings for google meets for the board members or for the public. Advisement from township committee to move away from virtual meetings. Okay to have virtual meetings for members. The conversation is not the same over the screen as per personal opinion. To come in person to promote library presence. Quorum issue perhaps a virtual.

VIII. Branch Manager Lynn Mazur Report

- a. Lynn Hoffman deputy director of the entire library system, and public services. Canopy - a video streaming service with a subscription. SCLSNJ - English conversation groups will be held by the staff.
- b. Warren series will begin on March 9th
- c. Library commission adopted the new strategic plan. Core services remain the same.
- d. Friends of the library fundraising for benches in the front of the building.
- e. Digital Screens and accessories have arrived. Next week they will be up and running. 75 inches each screen for a total of 2 screens
- f. Play area in the design phase
- g. Young adult librarian pending and interviews are going on. April First.
- h. Programming: this is the slow time of year. Good turn outs.
- i. Community Outreach: Friends of the library will be doing a book collection and a book sale coming up this spring.
- j. Welcome to our neighborhood package
- k. Youth services staff will be judging the capstone as well. A strong presence at the event.

IX. Privilege of the Floor Preparation

- i. Alicia reminds the board and public patrons attending the meeting, that the Advisory Board ONLY can Recommend and give a diverse field of advice to the library.

Privilege of the floor:

7:27-7:30 pm Heather Trampora: confused about the ordinance, friends of the library or from another group - who is that representative. A member of the LAB or friends of the library?

Alicia: Ordinance - a member of another library support group. A Lyons club representative could also fill the position within these parameters.

To clarify: there is no exchange of money between the board and the friends of the library

7:30pm-7:33pm - Levia Gable: Trustees friends of the library. Does Alicia represent the friends of the library? Joined the friends and a member are acting as friends of the library. Someone was representing the friends of the library in previous years. There are currently no "friends of the library" on the board.

Alicia- Personally does not represent friends of the library, though she was trying to be part of the group. People would like to be part of the friends of the library, but have not heard back from the organization. All applications for the LAB go through a submission process with Cathy Reese. All L.A.B. Members are appointed. Applications are available at the township clerks' office. Then when openings come up then the town reviews those applications, not the library advisory board.

Wrap up: Letters were given to each board member from the "Friends of the Library" group. L.A.B members were encouraged to go home and read the letter. Each letter personally addressed to each LAB member. LAB has reiterated that the individual members should not be targeted, as they are volunteers from the community and concerns about the appointing process should be taken to Cathy Reese for further insight.

**Motion to close: Alicia
Second to close: Val**

Next Meeting: May 17th, 2023

Notes Taken by: Anne Isedeh

Next Meeting: May 17, 2023

Action Items for Next Meeting: Virtual Meetings, Priority List for remaining funds, table for Lions Club EXPO, request needs to be made

Alicia will speak to Mark and Kathy to find out about the virtual meeting... opening it to the public. And will copy to an email. Applicable to the boards, all boards to decide. The public involved or just for the board members - email will be sent.

Action item: could we hear the requests from the friends of the library and so on.

