

**Warren Township Library Advisory Board
March 26, 2019 Agenda and Minutes**

- I. Call Meeting To Order 7:05
- II. Flag Salute
- III. Roll Call of Members
 - a. In Attendance:
 - i. Valentina Carleo
 - ii. Esta-Ann Shapiro
 - iii. Nina Antony
 - iv. Kimberly Foley
 - v. Virginia Pasternak
 - vi. Mally Becker
 - vii. Susan Jackson
 - viii. David Greene
 - ix. Lauren Ryan
 - x. Absent Member
 1. Roger Hsu
 - xi. Kathy Cristofaro
- Township Representative
Carolann Garafola
- Visitor - Brian Auger - County Library Administrator (Director)
- IV. Public Notice
- V. Reading and approval of the minutes
 - a. [February Board Minutes](#)
 - b. Esta-Ann Schapiro motioned to accept minutes
 - c. Mally Becker seconded

d. Minutes approved

VI. Reports

a. President's Report – Role of Board

Recap of Meeting with Mark Krane and Carolann Garafola

VII. Revision of Branch Agreement

a. Agreement between township and commission

b. Brian noted that the agreement is primarily focused on what happens if Warren leaves the County Library system. The Board President Valentina reassured Brian that the Warren Library has no intentions of leaving the County Library system. Brian noted that when the agreement is revised it should be changed to state the books will remain with the Warren Library if we ever did secede from the County Library System.

Action Item 1: Mark Krane working to bring dated agreement up to date.

IX. The following was agreed with Brian Auger regarding the role of the Library Board:

a. Board to work with ~~Library Director~~ and County Programming staff through Lauren Ryan to review and present ideas for programming.

b. Board to do their best to keep suggestions to within the strategic priorities, however it was agreed that programs that could benefit the community greatly or leverage relationships with other community organizations such as the police department and the first aid squad may also be considered.

- c. Warren is one of the three largest branches out of 10 in the Somerset County Library System and serves a large constituency and is a significant contributor to the budget. As such it was acknowledged that it is reasonable for the Board to expect Warren to receive a fair share of programming. It was noted that there were some disparities in the March, April, May programming booklet i.e. The most significant one is that Teen Programming. Warren has only one program where Bridgewater and Hillside have 9 or more. It was noted that Teens are in stress around the country and programs such as the dangers of opioid addiction and vaping would be valuable considerations. It was agreed that these disparities would be addressed. Another area of improvement is lack of evening storytime hours for children to accommodate working parents. It was also suggested that it would be nice to show children's movies at the library.
- d. It was suggested that marketing of programming should utilize twitter and instagram that helps engage the millennial Mom's and Dad's. It's low cost and will help bring more patrons to programming events.

Action Item 2: Brian Auger to pass on our ideas about marketing using Twitter, Instagram etc. to the county marketing director (Carolann) who is well versed in social media methods. He also noted that the next version of the County programming representatives (Marcella)

before printed Programming booklet will be digital so that will help support social media marketing efforts.

Action Item 3: Lauren Ryan to schedule meeting by May 1st and 4 members of the Library Board will attend.

Lauren Ryan will forward the Board's suggested programming ideas document to the county programming staff in advance. The county programming staff will speak to what programming ideas are working at the meeting.

Action Item 4: Lauren will routinely provide at least one week prior to quarterly meetings information on what programs are successful at other branches and then will report at quarterly meetings which of those programs are being considered for Warren along with stats for attendance of programs at Warren which is something that she already publishes for the county.

Action Item 5: Lauren Ryan will coordinate with a new kids program director Lynn Mazur who starts on April 1st to book evening storytimes, schedule kids movies and other great ideas to support kids programming efforts.

- e. Board will be provided 5 business days in advance of quarterly meetings financial reports for the Branch Operating Account with prior period comparisons and comments for significant variances.
- f. The library director will also provide 5 business days in advance monthly operating reports provided for the county.
- g. Other Items - Librarians Report at board meetings
 - 1. Asset acquisitions and dispositions

2. Significant problems or issues requiring the board knowledge or awareness.

3. Updates to the strategic plan

4. List of suggestions from the township for review

Action Item 6: Lauren Ryan to add a suggestion feedback button online on the Warren Library website.

Action Item 7: Lauren Ryan to add a notice of the existence of the suggestion box at the front desk to the bulletin board.

X. Vice President's Report

No report

XI. Treasurer

[Budget](#)

XII. Library Directors Report

a. Results of Suggestion Box

b. Programming Report

c. Status of Outdoor Space Grant

d. Status of whether or not we can add a bathroom

Action Item 8:

Carolann Garafola to discuss bathroom addition with Mark Krane and revert to Valentina Carleo

e. Disposing of Basement Items

f. Programming Marketing Deadlines

March 1st - June, July, August

June 1st - Sept, Oct, Nov

Sept 1st - Dec, Jan, Feb

Dec. 1st - Mar, Apr, May

VI. Old Business

a. Telephone Land Lines (David Green)

Action Item 9: Brian Auger to follow-up on a lower cost alternative. We could possibly use a cell phone which is fully compliant and cheaper.

- b. 4 designated lines are required for fire system, elevator, panic, fax machine

Action Item 10: Kathy to review if the fax line can be eliminated.

VII. New Business

- a. National Library week

Action Item 11- Lauren Ryan to create a Digital poster - National Library Week and put out coloring in kids area.

Action Item 12- Carolann Garafola to create a banner for National Library Week on Warren Township website

- b. Kickoff Sunday March 31st at 6:45 for Autism Awareness - lit up with Blue Lights - Search School, Township, Warren Schools Collaboration

- c. April 13th - Movie release "The Public" which is a feature film starring Emilio Estevez on libraries.

VIII. Future Meeting Date

- a. May 28, 2019
- b. October 29, 2019

IX. THANK YOU Carolann Garafola for all of your support for the library board! George Lazo has been the backup and will be the Township representative after May.

Action Item 13 - The Township should add a new back-up post May to support George.

X. Adjournment