

# Warren Township Library Advisory Board

## Draft Minutes for

### October 28, 2014

Call to order at 7:01 P.M.

**In Attendance:** Beverly Lang, President, Carol Senff, Vice President, Ginny Pasternak, Secretary, Jeffrey Brenner, Mary Ann Castronovo, Esta-Ann Schapiro, and Ellen Waldstein  
Keith McCoy, SCLC Assistant Director, Carolyn Della Sala, Library Director, Kathy De Cristofaro, Administrative Assistant

**Director's Report:** Carolyn Della Sala reviewed the Branch Director's report sent electronically to all members.

1. **Personal:** Several staff members resigned, one member was promoted, and several new staff were hired.
2. **Programming and Services:**
  - This summer the staff had a table at the Warren Farmers' Market to distribute information and sign up new patrons. They participated once a month, but next year the library may consider attending twice a month.
  - The evening book discussion at Starbucks was unsuccessful due to insufficient advertisement.
  - "Maker" programs for children, teens, and adults were very successful and had maximum attendances.
3. **Library Operations:**
  - A 5-year, \$100,000 CD matured and was reinvested at the Peapack-Gladstone Bank as a 25-month CD with 1.16% APY.
  - Beginning Nov. 1, all receipts from fines and Internet printing will be sent to the Somerset County Library System Business Office. 78% will be returned to the Warren Library.
4. **Building and Grounds:**
  - The teen mural on the second floor was well received.
  - The Township will renovate the men's room on the first floor and will paint the second floor during the week of Nov. 24. The first floor will remain in full operation with some periodicals and adult fiction and non-fiction available for patrons.

**Friends of the Warren Library Report:** Carol Senff discussed various activities:

1. The Canright Award was presented to Sandra Koehler who helped the library in many ways, including assistance in the creation of a Friends website, as well as a program presentation on ancestry searches.

2. Used book sales are helping to fund several Friends' projects. Donations will now be placed in a container and collected by Friends at the end of each day.
3. A county-sponsored dinner was held last evening for all Friends Board members.
4. The Nov. 8 fundraiser will feature Chef Kir Rodriguez, a professional pastry chef and instructor at New York City's International Culinary Center. Tickets are \$20 per person.

**County Report:** Keith McCoy reported:

1. The county-sponsored Advisory Boards dinner will be held on Wednesday, Feb. 25, 2015 in the Bridgewater Library. Invitations will be sent.
2. One unified PBX phone system will be selected for the entire county. The proposal for this system will be placed in the 2015 budget. Phone extensions will connect with individual local libraries. It is not known what savings would be realized, but local libraries will no longer pay individual phone bills. The county would pay this bill. Warren is the largest branch.

**New Business:** None

**Old Business:** Beverly Lang attended a Township Committee meeting to hear the reading of a letter sent by the Library Advisory Board explaining a discrepancy between the Township Committee's ordinances and the Advisory Board's by-laws regarding the recommendation and hiring procedures for a new director and the recommendation of new Advisory Board members. The letter was not read. Beverly later attended a meeting with Mark Krane to discuss this matter and was informed that Township ordinances supersede the Library Board's by-laws.

**Treasurer's Report:** Kathy Di Cristafaro distributed copies of the **Warren Township Library Operating Fund**, ending September 30, 2014.

1. Total Expenses: \$25,437.00
2. Total Income: 25,762.61
3. Ending Balance: 54,706.13

Beverly Lang proposed approval of the treasurer's report: seconded by Carol Senff. Report was accepted.

**Minutes for 5/27/14 Meeting:**

Minutes were sent to all members prior to this meeting. No corrections were made. Beverly Lang proposed minutes be accepted; seconded by Ellen Waldstein. Minutes were approved.

Meeting adjourned at 7:59 P.M.

Respectfully submitted,  
Ginny Pasternak  
Warren Township Library Advisory Board Secretary

Addendum:

**Warren Township Library Advisory Board  
Schedule for 2015:**

**January 27**

**March 24**

**May 26**

**October 27**