

Acting Library Director's Report for HPL Library Board of Trustees meeting on February 23, 2016

### **Meetings attended and Events at the library and in the community**

– Sharon Parker meeting with staff renovation committee from 1-2:45 pm (Alles, Bilodeau, Metrick, Zino, and Parker.)

January 11 – Eric Zino attended NJLA Professional Development committee meeting

January 15 – Jordan Bilodeau attended NJLA Garden State Children's Book Award committee meeting

January 21 – Haddonfield Friends of the Library executive committee meeting – Eric Zino and Jordan Bilodeau attended; 10 members of executive committee attended

January 25 – HPL Book Club – Kathy Metrick and 7 members of the book group attended

January 26 – HPL Board of Trustees meeting – Board and Library Director and Redmond from HFOL

January 26 – Eric Zino met with Lavon Phillips of Soha Arts to discuss Makerspaces

January 27 – HPL Staff meeting – 15 staff attended

### **February reorganization of the Library Board / Election of Officers/ Committee assignments**

Welcome to the three new trustees being sworn in at the February meeting: Matthew Smith, Peter Blau, and Dennis Kelleher. The New Jersey State Library provides important resources for trustees here: [http://www.njstatelib.org/services\\_for\\_libraries/consulting\\_services/library\\_trustees/](http://www.njstatelib.org/services_for_libraries/consulting_services/library_trustees/)

In addition to the resources at the link above, the library director is at the trustees' disposal for technical advice and information.

Contact list for 2016 is being sent to you for confirmation. Standing committees should be repopulated and resume meetings. For the benefit of the new trustees, the rule on committee meetings is that no more than four board members can meet in committee without the meeting falling under the Open Public Meetings Law. A report of committee discussions should be written and conveyed to the board secretary for filing. Committees make recommendations to the board and action needed to be voted upon by the board should take place at public meetings in which a quorum of the board is present.

### **New Jersey Library Trustees Association**

Eric will renew existing memberships and establish new memberships for newly appointed board members.

### **Audit**

Ken Ditmars of Ditmars, Perazza & Co. has begun the audit process for 2015. He was provided with space to work at the annex. Early indications are that everything is in order.

### **State Survey**

The annual NJ Public Library survey conducted by the New Jersey State Library is underway and is almost complete. We will be able to submit well before the March 15 deadline. Compliance with the survey is required to receive annual Per Capita State Aid distribution.

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### **Capital budget for 2016**

We've continued to work on the list of technology and equipment for the renovated library and provided our working list to Sharon Parker. Sharon presented funding options to the Friends of the Library at their 2/18 meeting and the technology/equipment was included in that presentation.

### **Makerspace**

Awareness building has begun through increased discussion on the library's Facebook page. I had a visit from Lavon Phillips, a for-profit makerspace specialist who has assisted Cherry Hill Public Library and Mount Laurel Public Library with their makerspace efforts; I learned what kind of consulting Lavon has done for those libraries. His company might be a reasonable piece of any "maker fair" type event associated with the reopening of the library. In the last board meeting, it was discussed that March 19 could be used as a launch date for a survey or focus group project to gauge community interest in makerspaces.

### **Preparations to move back to the Library**

Kathy Metrick had her group make 2 visits to the remote storage facility – they organized and staged a portion of the many boxes of material that have been sent to the facility. I've asked Kathy to consider projects that volunteers (e.g. friends of the library, students from HMHS, etc.) could be utilized for during National Volunteer Week (April 12-18) which coincides with National Library Week (April 10-16).

Respectfully Submitted,

Eric Zino

Acting Director, February 19, 2016