

## Meetings Attended / Events at the Library and in the Community for February 2014

- February 3, 2014 – Library closed for snow
- February 7- NJLA Public Policy meeting at Monroe Township Library in Middlesex County from 10-12:30 pm (Briant)
- February 8- TAB (Teen Advisory Board) meeting at 1 pm – Erica Coonelly and 8 teens.
- February 11- Free eBooks @ your library from 6-7 pm- Pure- 1 attended.
- February 12- NJLA Virtual Keynote address with Trevor Dawes from 10:30-11:30 am on NJ Commons (Briant)
- February 13- Library closed for snow.
- February 14- Library opened at 11 am (snow delay).
- February 17- President's Day – library open
- February 18- Library opened at 11 am (snow delay); Conference telephone call with Anthony Iovino at Borough Hall from 5-5:30 pm (Kain, Kasko, McCullough, Briant, and Iovino.)
- February 19- New POLARIS server installed; Excel Computer class at 11 am (Pure) - 0 cancelled; Chrissie Castorino "Heroines of Haddonfield" author program at 7 pm – 10 attended.
- February 20- Borough meeting on revised personnel manual for all dept. heads from 10-11 am (Briant attended.) Friends of the Library meeting from 7-8:20 pm (Briant) - 12 attended.
- February 24- Adult Book Group from 7-8 pm (Metrick) - 6 attended; Teen Craft Night Make a Jewelry Container at 6:30 pm (Coonelly) - 1 attended; eRate POTS 470 application filed (Briant.)
- February 25- Library Board of Trustees from 8-10:10 am- 11 attended
- February 26- Job and Career Accelerator Computer Class at 11 am (Pure) - 0 cancelled; eRate Telecommunications 470 application filed (Briant.)
- February 27- Webinar to look at career product from 11:15-11:45 pm (Pure and Briant); POLARIS webinar on eBooks integration from 2-3 pm (Metrick, Reinking, J. and Briant); Reader's Advisory for a New Age: Social Media and Tech Tools webinar from 2-3 pm (Mugler, Jeanne.)

### **Update from the Architect**

The architect was not able to send any more concept drawings this month. He is still working on this and cost refinements from our last meeting. He stated that he will send this information in the next week. In the meantime I have been working with him on the collections and how much room they take up in the present building. This is in preparation for changes that will need to be made in collection size to meet ADA compliance.

### **New Computers and POLARIS servers**

The new POLARIS server was installed on February 19. That installation went very smoothly with a few minor issues due to the hard work of our IT team Kathy Metrick, Jeannie Reinking, and Pam Alles, with capable assistance from Marc Vasquez and his team. The staff computers were installed on March 17 and several issues are in the process of being worked out with Marc and our IT team. We are working toward the installation of the public computers and circulation computers. This is a complicated project but it is going very well with careful planning and the dedication of our staff and Marc. We are on target to be ready for the end of support of Windows XP in early April. Our staff deserves great credit for excellent work on this project.

### **Board By-Laws**

Janet Hallahan is reviewing materials on the by-laws and will give an update at the meeting.

### **Fundraising Committee**

John Piotrowski will make a report for the committee about its first meeting.

### **Budget 2014**

The Borough budget for 2014 will be introduced on April 8 and adopted on May 13. Hopefully we will know about our budget requests in early April.

### **Costs for the Library Addition and Renovation**

As you will recall, the Borough's request for the Library Board's financial contributions to the library addition and expansion are on the agenda again this month for discussion and adoption. Please bring the Summary that you received last month outlining the Borough's request to the meeting. I am sending it again for your convenience.

### **Reports from the Accounting System**

Reports are being submitted to you again this month for your review. We look forward to your additional feedback. You will have the opportunity to talk to the auditor about the reports at the April meeting.

### **Library Audit for 2014**

Ken Ditmars will make a visit to begin review of the annual audit on April 22. Reports will be sent ahead for your review. He is close to completing the audit report.

### **February Snowy Weather**

The library was closed for 2 ½ days for snow in February. Our programming attendance was down and usual traffic as it was very difficult for people to go anywhere. Local teen Chrissy Castorino did pack in ten people on a very bad night to hear her author program on Heroines of Haddonfield. Jordan Bilodeau had a great month with children's program attendance. She held 24 programs that were attended by 344 children! Her craft activities, bingo, the continuing Read to a Dog program, and Spanish Story times have been very well attended. She will show a film on March 23 and registration is full! She is off to a great start with instituting new and creative programs, building on Dorothy Peppard's solid legacy of programs.

### **Public Library Conference**

I attended the Public Library Conference in Indianapolis from March 11-15. It was one of the best PLA Conferences I have ever attended. I followed up with vendors from my visits to the exhibits at ALA in January. I made a lot of contacts for subsequent work toward our addition and renovation. I was able to bring back a lot of information on furniture, shelving, self-check out systems, and much more. I am working on my report from the conference. The keynote address from Michael Stephenson was excellent. He is a legal scholar and lifelong advocate for civil liberties. Another highlight was seeing Ann Patchett who talked about her love of writing and libraries. David Sedaris was the closing speaker and he was very funny while making his points. The workshops I attended ranged from building and facilities to planning for the future with emphasis on sustainability and environmental vision to assist our planet. Thank you for supporting me in going to this wonderful conference. I am sharing a range of materials with our staff.

### **Staffing Levels**

Our Circulation Manager, Claire Stairiker, has submitted her retirement, to be effective June 30, 2014. Our professional staff is doing a job audit as every position that becomes vacant will undergo an audit. I have spoken to Amy Goodworth and Deborah Marchand briefly about some of our ideas and strategy. Amy will report at the meeting. Claire will be announcing her retirement at our March 26 staff meeting so please keep this announcement close to the vest until after that date. Claire will, of course, be missed as she has been a real asset to the library. She is very knowledgeable and thorough in her endeavors. We wish her and her family all the best as she goes on to her next chapter.

### **State Aid and eRate Filings**

The annual NJ State Aid report was filed in early March. Pam Alles did some excellent work on this report and was very patient with some computer issues. We are always relieved when the report is filed for another year. The eRate applications for our telephone and telecommunications discounts are currently being filed for 2014-15.

### **Staff Development Day**

We have a date of May 16 for our next staff development day. We would like permission to open the library at 2 pm on that day. Since the technology day last year was so successful, we are again focusing on technology. This is a project that Claire Stairiker has planned and executed for the past several years since we began to have staff development days. She will do a fine job on her last effort, which is a wonderful opportunity for staff to learn and spend time together. As you will recall, the Haddonfield Friends of the Library generously pay for the staff to have this opportunity.

### **Library Addition/ Renovation Plan**

I am still working on the draft of this plan. I set a date of March 31 but in view of the many other projects underway right now, I feel I will need to mid-April to finish. I want to add some of the things I learned at PLA as I structure it.

### **Chris Ehrhardt Eagle Scout Project**

Chris has finished his project of the interview of 12 Haddonfield citizens for the Tricentennial. We will be getting the DVD ready to circulate and doing publicity on the web link on YouTube. I think you will be pleased with the quality of Chris' work when you see it. The interviews are 5-7 minutes on different aspects of Haddonfield now and as it has been for the last fifty years. Stay tuned. It has been a pleasure for the library to be the sponsor of this project to commemorate Haddonfield's and the library's history for future generations. Chris deserves great credit for a year's worth of work.

Respectfully Submitted,

Susan Briant

Library Director