

HPL Library Director's Report for May 27, 14, Board of Trustees meeting

Meetings Attended/ Events at the Library and in the Community

- April 3- Haddonfield Civic Association Forum at Borough Hall from 7-9 pm (Briant) – 50 attended.
- April 5-TAB meeting at the library from 1-1:45 pm (Coonelly) - 1 teen attended.
- April 7- Visit at Grace Church from 3-4 pm (Briant)
- April 8- Borough Budget introduced and library received a resolution for National Library Week from 7:30- 8:15 pm (Mary Eklund accepted the resolution and Briant attended.)
- April 15- eBooks Class at 6 pm- (Pure) - 0 attended
- April 14-20 National Library Week
- April 16 Computer class at 11 am (Pure) - 0 attended; Library Board Budget Committee from 1-3 pm (Eklund, Burmaster, and Briant attended.)
- April 17- Computer class at 2 pm (Pure)- 0 attended; Friends of the Library meeting at 7 pm – 13 attended; Legislative visit to Assemblypersons Pamela Lampitt and Louis Greenwald (Briant, Linda Devlin and David Lisa of Camden County Library and Kathleen Peiffer of NJ State Library) made visit from 1-1:40 pm.
- April 18-20- Library closed for Easter Weekend
- April 21-legislative visit to Senator James Beach's office from 11-11:20 am (Briant)
- April 22- Library Board from 8-9 am – 9 attended.
- April 23- Martin Novelli on "The Rise and Fall of the American Western" from 7-8:30 pm- (Briant) 28 attended.
- April 24- Technology Speed Dating from 10 am to 1 pm at Gloucester County Library in Mullica Hill (Metrick and Briant attended); Haddonfield Civic Association annual dinner at Tavistock at 6 pm (Briant attended and staff member Ginger O'Malley's husband Jack O'Malley was the honoree.)
- April 25- Rotary Oyster dinner at 6:30 pm at the Middle School (Briant)
- April 28- Adult Book group from 7-8:30 pm (Metrick) – 7 attended; Teen Craft Night Make a Terrarium at 6:30 pm (Coonelly) - 3 attended.

Architect

The architect will be visiting on May 27 at 8:25 am or so. He has sent the latest concept drawing. It is in your mailing. This latest version includes input from our librarians to adjust the Children's Dept. and upper floors as well as the balcony. It is an effort to balance the need for public spaces and functions with the need for collection spaces. The architect is hoping to gain your approval on the concept so he can proceed with the construction drawings. Deborah Marchand will give you an update on working with the Borough of financing and the Library Board's contribution for the renovation and addition.

Auditor and 2013 Library Audit report

The final version and bound copies of the Audit report for 2013 with minor revisions and signed by the CPA and RMA will be available for you at the meeting. The 2013 audit report needs your approval.

Library Surplus

I have worked with the auditor on the library's surplus statement formula for 2013. The library has no surplus for return of funds. The statement is included in your mailing as confirmed by the auditor for

accuracy. This statement also needs to be approved to be forwarded to the Borough of Haddonfield with the 2013 library audit report.

Staff Development Day on May 16 was a wonderful presentation on social media tools by Melissa Brisbin, especially emphasizing Facebook, Instagram, Twitter and Pinterest. Seventeen staff and volunteers attended the half day session. I think we all have a better understanding of useful ways to market the library with these channels and this will help us develop them. Claire Stairiker planned the Staff Development Day and as in prior years, she executed a very successful day. The lunch and time to bond as a group is especially appreciated.

Computer System upgrade

Marc Vasquez and our staff (Kathleen Metrick, Jeannie Reinking, and Pam Alles) have continued to work capably and conscientiously on ironing out the bugs with the new computer system. Things seem to be settling down and staff are in the process of all being trained on the new system.

Resolution Honoring Claire Stairiker

Claire is retiring as of June 30. A resolution is attached to honor Claire for her years of service. An informal send off is planned for June 23 between 12 and 2 pm to thank Claire for her years of service at the Haddonfield Public Library. Please feel free to stop in and see Claire before the end of June to thank her for her service.

Search for Circulation Manager

The search for the Circulation Manager is underway. Interviews are being set up now to fill the position in early July. More detailed information is being sent to the Chair of the Personnel Committee. We plan to make our recommendation to the Library Board by June 24 at latest.

Landscaping Project

Robin Potter and the Tatem School decided not to do the project this year with possible construction "looming." Robin Potter thought it best to wait another year. So the project is on hold for another year.

Financial Disclosure Forms

You should have received an email from Deanna Bennett, the Borough Clerk, asking you to submit your financial disclosure form to the State of NJ by June 2014. The link works this year. Please comply with this requirement as soon as possible if you have not already.

NJLTA

As you know, the NJLTA Annual Conference will be held on Sept. 13 in Eatontown. Each of you will receive the invitation and information this month. The State Library pays for the first trustee to attend for free and the cost for other members is \$75 a person. The library can pay this expense. Let me know if you want to be registered and how many are planning to go.

Miscellaneous

The staff is very pleased with the raises that you have awarded them for their fine work at the library. We all thank you for your long term support and recognition during these leaner budget years. A special thank you to the Budget Committee for its work on the budgets. As you know, our staff works very hard and with professionalism to serve the Haddonfield community. The Friends annual program on May 8 with guest speaker Joe Haro went very well and about 30 attended this fascinating program. Dana Giusti has been interning with us and has been very helpful on a number of projects- especially in managing the collections and in moving forward with social media. Janet Hallahan will give you an update on her review of legal services for the Library Board.

Respectfully Submitted,

Susan Briant

Library Director

May 23, 2014