

Meetings Attended/ Events at the Library and in the Community in November 2015

- November 2, 2015- What's New at the Library presentation to the Haddonfield Fortnightly from 12:30-2:30 pm- Briant presented to 15 women.
- Nov. 3- Election Day- library open.
- Nov. 4- ALA webinar on Meeting Room policies from 2-3 pm (Briant); Drop in for eBooks from 6-6:30 pm (Briant) - 1 attended.
- Nov. 5- Drupal webinar from 1-4 pm (Metrick, Briant)
- Nov. 6- NJLA Public Policy committee meeting at Cherry Hill Public Library from 10-11 pm (Briant.); Rich Bonnette play "The Unwitting and the Unwilling" benefit for the Haddonfield Friends of the Library at Grace Church from 7-8 pm (Tritt, Smith and Briant)- 35 attendees.
- Nov. 8- Rich Bonnette play "The Unwitting and the Unwilling" benefit for the Haddonfield Friends of the Library at Grace Church from 1:30-3 pm (Reed, Anderson, Howard)- 60 attended.
- Nov. 12- Drupal webinar from 1-4 pm (Metrick, Briant)
- Nov. 16- Adult Book group met from 7-8:30 pm (Metrick)- 10 attended
- Nov. 17- Zinio training from 1:30-2 pm (Metrick, Bilodeau, Briant, and Zino with Andy Gross.)
- Nov. 18- Sharon Parker meeting with staff renovation committee from 1-2:45 pm (Alles, Bilodeau, Briant, Zino, and Parker.) Drop in for eBooks from 6-6:45 pm (Briant) - 2 attended; Library Board Budget Committee meeting from 7-7:45 pm – (Eklund, Kain, Squadrito-Moskovitz, and Briant.)
- Nov. 19-Drupal Webinar from 1-3:30 pm (Metrick, Zino, and Briant); Friends of the Library meeting at Borough Hall from 7-8:30 pm – Briant and 10 attended.
- Nov. 20- Staff meeting from 9:30-11 am- 16 attended.
- Nov. 24- Library Board meeting at Borough Hall from 8-9:30 am – 10 attended; Sharon Parker met with staff renovation committee from 1-2:30 pm (Alles, Bilodeau, Metrick and Zino.)
- Nov. 26- Library closed for Thanksgiving Day
- Nov. 27- Tree lighting ceremony at Library Point from 6:30- 7 pm – estimated 450 attended.
- Nov. 30- Library managers meeting from 3-4:30 pm at Borough Hall (Alles, Bilodeau, Briant, Metrick and Zino.)

Renovation Action items

Sharon Parker will attend the meeting at 8:30 am and give her construction update. She has met with the staff and Building Committees to review the security proposal from Ronin. She will cover this and her action items are: voting on the security proposal; and extending the lease for 123 Kings Highway to May 31st. She will inform you about the storage lease. She may have a proposal to purchase shelving.

Zinio was launched on Dec. 8. This is a digital magazine service of 50 magazines through Recorded Books. Kathleen Metrick did her usual excellent work in executing this product along with her team. Zinio allows unlimited borrowing of the magazines, dating to Jan. 2014. Kathy has set up a fun raffle to promote the magazines.

Revised Library Board meeting dates for 2016 are in your packet.

Capital Budget 2016 revisions have been made and you have a copy of the revised document. The Budget Committee should discuss the long term needs of the library at the annual budget hearing with Borough personnel to make sure everyone is on the same page and that needs are addressed.

January reorganization of the Library Board / Election of Officers/ Committee assignments- Deborah and the nominating committee will address the slate and election at the December and January meetings. It should be noted that the president needs to appoint chairs or gain consensus about the chair positions for all board committees early in the New Year. The by-laws were reviewed in early 2014 and several suggestions were provided for electronic communication and compliance with the Open Public Meetings Act. Karen Cayci reviewed those suggestions at the time with approval from Chair Janet Hallahan. Janet made the decision to do additional revision later. Provision for addition of legal services review and schedule also needs to be added to the by-laws. It would be good to conclude that review of the by-laws as time permits.

Audit / Professional Services

The Board's by-laws call for review of the library's auditing services every five years. The 2015 audit would be the one up for issuance of a new RFP for auditing services. I recommend to you that you do the review next year with so much change now. (The 2016 audit.) Also, Pam Alles agrees that next year would be better with records in storage and so forth. The Board's attorney sends a letter to extend services in the New Year, as does the auditor, Ken Ditmars.

Rotary Grant

I have spoken to Bill Lane at the Rotary Club and to Sharon Parker. The Rotary is funding our grant proposal to purchase a new laptop/ tablet cabinet in the amount of \$3000 The Rotary Club will work with the transition team and Sharon on the grant project in the New Year. It must be completed by Dec. 31, 2015.

Middlesex Regional Educational Services Commission - we are in receipt of letters from Public Service Electric and Gas Co. notifying us that our third party vendors selected by MRESC for electric and gas services will begin in December and January, respectively. The companies are Direct Energy Business Marketing, LLC and Direct Energy Business, LLC. There will be no noticeable changes except perhaps in billing structure. Sharon Parker has been notified.

Transition Planning

I met with Gene Kain on transition plans. I sent my final report to Amy, chair of the Personnel Committee, with information and recommendations on hiring issues. I also sent the committee information on how to search for the director.

I am working with the staff on transition planning. We have met and are meeting individually. I am leaving them roadmaps and updates on specific projects; routine duties, and so forth. To complete my objectives for the year, the draft revised personnel manual will be handed over to the Personnel Committee on flash drives; the revised meeting room policy; and revised circulation policy recommendations from Eric and his committee. The Social media policy was roughed out by Jordan. Our new Emerging Technologies

Library Director's Report for HPL Library Board of Trustees meeting on December 15, 2015

Librarian was to have finalized it. That policy will have to be completed in the New Year. All other objectives are complete with good feedback on the five community presentations given in 2015.

I will also have a board calendar ready for you and the staff. This transition should have taken 2-3 months so I am prioritizing the most important items. Employee evaluations are being completed too as they are on a rolling cycle. Staff know I will be available for additional questions and follow up after January, as Doug has been available to me and to all of us these many years. I am also available to the Board if needed.

When hired in 2007, my tasks as outlined by the Board at that time were to work with the Board, staff, and community toward the bigger, better Haddonfield Library. The second task was to revitalize and introduce new programs and services and to modernize certain aspects of library service. Judging by the high volume of positive messages and support that I have received from the community, former board members, staff, and the Friends of the Library over the past 2 weeks, my tasks were very successfully completed. This was due to the leadership and work of a great staff, Library Board members, Friends, and lots of groups like the Historical Society and Rotary Club, and the people in the community. And of course from colleagues throughout NJ.

I can never praise our staff enough for all of their creative, excellent work. The staff is a very dedicated and talented group of people who continuously work to improve customer service. They have an exceptionally high work ethic. It takes a village and the Haddonfield Library is fortunate to have such an excellent staff at all levels. Our library is far ahead of our peers in small libraries throughout the state and South Jersey, especially with our technology initiatives, children's programs and collections in all formats.

I also thank our wonderful and exemplary Friends of the Library. They have helped us to be on the cutting edge with technology and programs. I also thank the Library Board and Sharon Parker for so many contributions, especially during the renovation project, as well as the Borough of Haddonfield. The renovated library will be lovely due to all of the thorough and creative planning. Thank you for providing me with the opportunity to serve as library director over the past nine years. I look forward to seeing the continuous growth and success of the venerable Haddonfield Public Library.

Respectfully Submitted,

Susan Briant

Library Director on Dec. 11, 2015