

Hamilton Township Public Library Board of Trustees
September 22, 2025
Minutes

Flag Salute

Call to Order 5:00 PM

Roll Call / Ms. Tonti; Present: Ms. Kerlin; Ms. DeAngelo; Mr. Santamaria; Mr. Stevenson; Ms. Vigh; Ms. Rogers, Ms. Affrime; Ms. Tonti

Executive Session 5:02 PM – 5:25 PM

New Business:

Appointment of New Director

Motion to approve the appointment of Laverne Mann as the new Executive Director of Hamilton Township Public Library. Motion by Ms. Tonti; 2nd by Ms. Vigh

Roll Call Vote: Ms. Kerlin, yes; Ms. DeAngelo, yes; Mr. Santamaria, yes; Mr. Stevenson, yes; Ms. Vigh, yes; Ms. Rogers, yes; Ms. Tonti, yes; approved unanimously.

Ms. Mann was welcomed by the Executive Board and the public.

Review and Consideration of the Minutes of the previous meeting (July 2025) Amended to correct Friend's to Friends and accepted with abstentions from Ms. Rogers and Ms. DeAngelo.

Consideration of the Treasurer's Report August: moved by Ms. Rogers 2ns by Ms. DeAngelo approved unanimously. September: Mr. Santamaria had a question on the postage line item. Mr. Stevenson had a question on the number of employees covered by the insurance plan. (All employees, present active as well as retired are covered by our self insured policy.) Ms. Rogers had a question on the ERATE being a higher reimbursement than expected. Ms. Affrime confirmed that yes, ERATE is currently higher than past years. Motion to accept by Ms. Vigh, 2nd by Mr. Santamaria; approved unanimously.

Consideration of the Library Bill List August: Mr. Cimino asked if our electricity is bill through the township? Is our electricity bill currently rising higher than anticipated? Ms. Affrime stated yes, it has gone up significantly. Ms. Kerlin stated we believe we have planned for the expected increase and may squeeze through this year's budget. Motion to approve motion by Ms. Tonti, 2nd by Mr. Stevenson; passed unanimously. September: Ms. DeAngelo asked about the Baker and Taylor Books line. Is this a normal amount? Ms. Affrime stated that orders are placed throughout the year. The library is not billed until the books are shipped. Ms. Affrime also shared that Baker and Taylor was also recently sold as a company, so some changes in the future could be expected. Motion to approve Ms. DeAngelo; 2nd Mr. Santamaria; approved unanimously.

Directors Report: Colleen Affrime

Interim Director's Report to the Board of Trustees – 9/22/2025

Summer Reading Highlights – As a part of Summer Reading the children's department held 71 programs for 2,974 people. The surprise hit of the summer was our carnival which attracted 334 people over two days. On Tuesday evening 8/12 the focus was on making crafts and winning tickets playing traditional games like ring toss, topple the cans, ball toss and bean bag throw. The tickets could then be redeemed for prizes collected throughout the year from library donations. Wednesday morning the focus was more on fun for little kids - playing games, taking pictures, face painting. Both events featured walk about performances from magician Bill Kerwood. Apparently, people really enjoyed it last year and told their friends. One parent said their kid was having more fun than they did at the St. Greg's carnival!

Message Bee – We launched our new automated message system! Not only will newsletters go out to patrons but this system will email a more readable record of items checked out and a picture of the book's cover.

Upcoming Programs and Events

Hispanic Heritage Month Book Walk

Outdoor Movie Night "Mitchells vs. Machines" – Sept. 26th – 7 pm

Sola Wood - Oct 7th - 6:30PM

Fall planting and clean up- Oct 8th -6pm

Coin show - Oct 11 - 9am-2pm

Kids Paint Night - Oct 14th - 6:30pm

Ghost Hunting (local author) -Oct 16th - 6:30pm

Flu Vaccine - Oct 18 & Nov 8th - 9am-12pm

Toddler Tea Time - Oct 21st - 10:30am

Medicare - Oct 21st - 5:30pm

Bigfoot - Oct 22nd - 6pm

Movie Night "Hocus Pocus" - Oct 24th - 7pm

July Statistics 2024 2025

Circulation Department

Adult/Young Adult: 6,294 6,318

Children's: 6,380 6,284

Electronic circulation: 5,074 5,271

Reference Department

Total queries: 2,066 2,260

Reserves for items not owned by library: 155 381

Guest passes: 768 100

Movie Program: 13 films, 19 attendees 13 films, 13 attendees

Notarized items: 71 113

Children's Department

Total queries: 1,036 757

Programs: 26 programs, 1,226 attendees 29 programs, 1,108 attendees

General Circulation

Checkouts 9,665 9,173

Renewals 3,009 3,379

ELibraryNJ 4,164 3,870

Hoopla 910 1407

Food Drive

79 nonperishable items were distributed in July 2025 from the "People Helping People – That's What Hamilton Library Is All About!" Food Drive. These items filled 12 bags.

From November 2012 to the end of July 2025, the Library distributed a total of 16,275 items to 15 charitable organizations and 134 residents from the "People Helping People – That's What Hamilton Library Is All About!" Food Drive.

August Statistics 2024 2025

Circulation Department

Adult/Young Adult: 5,910 8,514

Children's: 5,498 5,902

Electronic circulation: 4,962 7,210

Reference Department

Total queries: 2,228 2,025

Reserves for items not owned by library: 186 126

Guest passes: 826 795

Movie Program: 13 films, 31 attendees 13 films, 58 attendees

Notarized items: 84 135

Children's Department

Total queries: 655 482

Programs: 19 programs, 911 attendees 26 programs, 1,132 attendees

General Circulation

Checkouts 8,361 8,716

Renewals 3,047 3,699

ELibraryNJ 3,967 5,767

Hoopla 995 1,443

Food Drive

127 nonperishable items and 1 personal care product were distributed in August 2025 from the "People Helping People – That's What Hamilton Library Is All About!" Food Drive. This amounted to a total of 128 items that filled 15 bags.

From November 2012 to the end of August 2025, the Library distributed a total of 16,403 items to 15 charitable organizations and 134 residents from the "People Helping People – That's What Hamilton Library Is All About!" Food Drive

Committee Reports: N/A

Old Business

Library Renovation – Status Update; No update at this time

Public Comment

Mr. Ravi Yande:

- Excited to have a new director
- Friends book sale was incredibly successful
- Library security may need to be revisited

Martha Skoczycas

- Is it possible to have a police officer do a walk through at the library?

Stacy Lytle:

- Compliments for Colleen as the Interim Director at HTPL
- Compliments for the Friends programs and support to HTPL
- Stacy shared that the foot traffic through the library is almost at prepandemic level
- Stacy shared that Sue Martinez has done a fabulous job
- The library is growing, and families are using the library in many ways, museum passes, programs, borrowing books, etc.

Carol Hawkes

- Aug 14 Teacher Give Away will now be the Janet Richards memorial give away as Janet was a retired Hamilton teacher.
- The members only presale was very successful.
- The Hamilton Police did patrol throughout the book sale
- There were 8-9 Nottingham and Steinert Student Volunteers that were truly appreciated.
- Friends will not be funding the Ebooks in their 2026 budget
- Friends plan to start providing four scholarships to Hamilton Township graduating seniors who will be attending Mercer County Community College
- Friends are planning more programs for next year.

Adjournment

6:10 PM