

# Warren County Library Commission

Regular Session – January 8, 2015

The Warren County Library Commission met in regular session at 5:45 p.m. on January 8, 2015 immediately after the Reorganization Meeting in the Library Headquarters at 2 Shotwell Drive, Belvidere, New Jersey.

The meeting was called to order by Chairperson Marilyn A. Barone and upon roll call, the following members were present:

Present: Marilyn A. Barone Patricia A. Rokosz  
Alice A. Mollitor Lynn Moore

Absent: Virginia R. Rutledge

Administration: Maureen Baker Wilkinson, Library Director  
Jill Butcher, Assistant Director  
Jaci Stemler, Admin. Secretary

Chairperson Marilyn A. Barone stated that notice of the meeting had been properly advertised in the *Star-Ledger* and the *Daily Record*, and a notice had been sent to the Warren County Clerk's Office.

## Minutes

ON MOTION by Ms. Rokosz, seconded by Ms. Mollitor, the Minutes of the November 20, 2014 regular session by unanimous vote were approved.

## Communications

A Waiver for the Estate of Yvonne B. Canfield Trust was received and sent for County legal review. The library also received official restitution notification for library thefts.

## Public Comment

None.

## Old Business

RFID project at Headquarters continues to progress; gates are scheduled to be installed and e-Commerce will begin. High quality images for the new website are being purchased through an on-line service.

## Director's Report

Ms. Wilkinson stated that a hole in the roof caused the recent leak at the CDH branch, and septic issues are projected to cost \$.5 million; she would recommend a comprehensive evaluation of the branch which would include the HVAC system, windows, interior/renovations, and possible expansion (CDH Trustees have indicated they want to fundraise for an addition). Lack of direction regarding the FR branch has complicated preparation of the Library's 2015 budget. Staffing: two HQ staff are on long-term medical leave and a Senior Library Assistant has terminated at the NE branch. A temporary employee may be brought in to staff one critical Accounting position.

## New Business

### 2015 Saturday Closings

#### RESOLUTION 2015-05

**ON MOTION** of Ms. Mollitor, seconded by Ms. Moore, the following resolution was by unanimous vote adopted by the Warren County Library Commission at a regular meeting held on January 8, 2015.

#### RESOLUTION TO CLOSE THE LIBRARY ON DESIGNATED SATURDAYS.

**BE IT HEREBY RESOLVED** by the Warren County Library Commission that the Warren County Library will be closed on the following Saturdays:

May 23, 2015

July 4, 2015

September 5, 2015

November 28, 2015

December 26, 2015

### 2015 In-Service Closing

#### RESOLUTION 2015-06

**ON MOTION** of Ms. Rokosz, seconded by Ms. Mollitor, the following resolution was by unanimous vote adopted by the Warren County Library Commission at a regular meeting held on January 8, 2015.

**RESOLUTION TO CLOSE THE LIBRARY TO THE PUBLIC ON FRIDAY, APRIL 24, 2015 FOR A DAY OF STAFF IN-SERVICE TRAINING.**

**BE IT HEREBY RESOLVED** by the Warren County Library Commission that the Warren County Library will be closed to the public on Friday, April 24, 2015 for a day of staff in-service training.

### **Executive Session**


No Executive Session required.

### **Adjournment**

There being no further business, **ON MOTION** of Ms. Barone, seconded by Ms. Moore, the meeting adjourned at 6:03 p.m.; motion carried unanimously.

The next regular meeting is scheduled for Thursday, February 26, 2015 at 5:30 p.m.

**ATTESTED TO:**



Alice A. Mollitor, Recording Secretary

AAM:jes



# Warren County Library

2 Shotwell Drive  
Belvidere, New Jersey 07823  
908/475-6322  
www.warrenlib.org

## Director's report January 2015

### RFID project/Headquarters Branch

Staff has completed the tagging of print material and will be starting with the audiovisual collection. It is expected to take longer to do these collections since staff will need to do some extra steps such as unlocking the cases and applying full surface tags to some items which are more likely to be stolen. The installation of the gates, self-checkout stations and credit card terminals will be started on March 9. We have completed the first part of the installation for e-commerce. Once the software is installed and tested library users will be able to pay fines online from any computer with internet access.

### Website & Apps

We continue to have meetings regarding website development and are working towards creating new content for the site. We have purchased a subscription to a photo service in order to get access to high-quality images to use for the site. The images will be stored on a server that can be accessed from all locations. The images are licensed for use on websites, publications, etc.

We have started working through the process of getting our Library app on the Google play and iTunes site so members can install it. We hope that the final approval of the apps is completed soon.

### Catherine Dickson Hofman Branch

We are facing major repairs at our CDH branch. The condition of the roof was noted when a leak was discovered. It was determined that the roof needs to be replaced. The CDH Trustees are interested in adding on to the building; however, at this time I feel we need to involve an architect/engineer to look at the bigger picture in terms of renovating, replacement of mechanical system, septic, and energy saving technology. (Building is all electric, with some equipment that dates from the original construction ~30 years ago).

### Franklin Branch

The branch is now opening at 1 pm Monday-Friday. This has reduced the number of hours open to the public by an additional 5 hours per week, (total weekly hours lost: 19 hours, staff working an additional hour on Saturday). No decision has been made regarding the Franklin relocation.

### Staffing

We currently have 2 full time staff members on long term medical leave at HQ, and NE branch has lost a full time employee. It is expected that the NE position will be filled from within the library, and we are looking at hiring some temporary help at HQ.

### DigitalLibraryNJ

All participating 2015 members have signed with 3M as our service provider. We will be changing vendors effective the end of February. There will be a disruption in service to our borrowers as we transition and move our collection to 3M, and Kindle Paperwhite users will not be able to use the collection. 3M is trying to work with Amazon to change this, but they have been unsuccessful to date. (Overdrive could not work with Kindles until recently.) As a group we have agreed to spend \$15,000 on an opening day collection to provide adequate content prior to moving our existing collection.

I have been elected as the Chairperson for the group and this has been a rather time consuming role in the midst of all the other projects in Warren.

There are still some concerns about ownership of our existing collection. We have, however, notified Overdrive that the majority of libraries had voted to move in this direction. I had a voice message left from the sales person for Overdrive (stating he would call back—no call) and an email from the president of Overdrive (saying he would be contacting me....still waiting). It seems that PALS plus is still negotiating with Overdrive and has brought a proposal forward that our group keep Overdrive for another year. The group has discussed by email, and I will be notifying PALS that we will not continue with Overdrive. As a group we have concerns that the terms proposed by Overdrive would strengthen PALS' claim to the jointly-owned collection and this is, in part, why it is being proposed.

### Open Borrowing

Members of Open Borrowing (minus BCCLS) will continue to provide open borrowing services without reimbursement in 2015. Statistics will continue to be collected and the new structure will be evaluated at the end of the year.



Maureen Baker Wilkinson  
Library Director  
Warren County Library