

# WARREN COUNTY LIBRARY

Warren County Library Commission  
2 Shotwell Drive, Belvidere NJ 07823  
P: 908-475-6320 | [www.warrenlib.org](http://www.warrenlib.org)

## Regular Session – January 5, 2017

The Warren County Library Commission met in regular session at 5:48 p.m. on January 5, 2017 in the Library Headquarters at 2 Shotwell Drive, Belvidere, New Jersey immediately following the reorganization meeting.

The meeting was called to order by Chairperson Patricia Rokosz and upon roll call, the following members were present:

Present:                   Marilynn A. Barone     Patricia A. Rokosz  
                              Alice A. Mollitor       Virginia R. Rutledge  
                              Henry A. Newbold

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

Chairperson Patricia Rokosz 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 Mr. Newbold, seconded by Ms. Barone, the Minutes of the October 27, 2016 regular session by unanimous vote were approved. On motion by Ms. Mollitor, seconded by Ms. Barone, the Minutes of the December 15, 2016 regular session by unanimous vote were approved.

Communications – None.

Public Comment - None.

Old Business - None.

Director's Report - Report is attached.

**New Business**

**Resolution No. 2017-5**

On motion of Ms. Rutledge, seconded by Mr. Newbold, the following resolution was by unanimous vote adopted by the Warren County Library Commission at a meeting held on January 5, 2017.

**RESOLUTION TO ADOPT HOMEBOUND SERVICES POLICY (ATTACHED).**

Be it hereby resolved by the Warren County Library Commission that the attached Homebound Services policy is adopted, effective immediately.

**Closing Public Comment - None.**

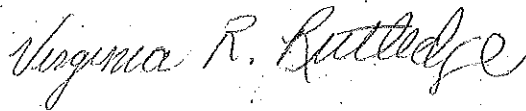
**Executive Session - Not required.**

**Adjournment**

There being no further business, on motion of Ms. Rokosz, seconded by Ms. Mollitor, the meeting adjourned at 6:37 p.m.; motion carried unanimously.

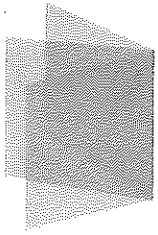
The next regular meeting is scheduled for Thursday, February 23, 2017 at 5:30 p.m.

**Attested to:**



Virginia R. Rutledge, Recording Secretary

VRR/jes



# WARREN COUNTY LIBRARY

## January 2017 Director's Report

We continue to work with reduced staff at our Headquarters and Franklin Branches. We have had a number of extended leaves and one resignation in our circulation department, and a vacant librarian and accounts payable position at our Headquarters Branch. Two full-time employees retired at Franklin at the end of November and we expect the positions to be filled in January. We have requested a new job title for the Career Connections grant position since we were unable to hire a suitable candidate with the salary range associated with the title we had advertised for. We expect that we will be able to hire a candidate from those previously interviewed once we can offer the higher salary.

The library has just signed a contract for a new service at the library called "hoopla." Hoopla is a service for streaming/downloading movies, eBooks, eAudiobooks and music. The service is configured as a charge per use and all content is always available. The library can budget for the service various ways by setting limits to the amount of use by individual members, total amount that is spent by the library per month, etc. As most commercial models offer immediate access to electronic resources, this model will be very popular with the public. It gives us immediate access to a collection of over 500,000 items without any upfront capital for collection development or ongoing platform fees. We expect to launch this new service sometime in February – as soon as the implementation can be completed.

Staff report a steady number of Belvidere residents are receiving their Warren County Library cards. As of this afternoon, 57 cards have been issued to Belvidere residents. This number does not include residents who may have a valid paid membership at our library. We are planning an open house on January 17<sup>th</sup> to introduce the library to residents of Belvidere and any other interested library members. We have been offered the resources (books, etc.) from the Belvidere Library and I will be visiting the library over the next few weeks to look at the collection. It is my understanding that they have some historical materials that would be a valuable resource to keep in the community, as well as some other items that might be useful to augment the collection at our new facility.

We have started the implementation of Collection HQ. The implementation will take several months and staff will need to participate in training webinars prior to using the product.

We are changing how we offer story time in the library system. We are going to start offering 8 week story time sessions followed by two weeks off. Headquarters and Northeast branches will be on one schedule, Franklin and CDH another --- ensuring that there will always be a story time session running in our libraries. We will be requesting registration for story time for the first time. This will give us a better count of anticipated attendance and a means of contacting families who would be attending (in case we need to cancel). The two weeks off between sessions will allow staff a small break and allow them time to prepare for the next session. This is important as we integrate more STEAM aspects into story times. Lina Crowell, our Children's Services Librarian, had surveyed and talked to other libraries and found that most libraries ran sessions and were astounded that we had been offering story time year round (doesn't your staff get burned out????). We have had some feedback from members regarding the change, however, we feel that quality vs. quantity is important and we need to give staff time for preparation. We will also be doing more training of staff as we have many new people doing the programs. We feel registration is a stronger commitment to attending and we would like to be able to offer reminders to attend, which is possible with the online registration.

I will be presenting my budget request on January 7<sup>th</sup>. The budget request will include a one year increase for materials for the new branch and some additional staff for the new branch.



Maureen Baker Wilkinson  
Library Director