

Warren County Library Commission

Regular Session – February 26, 2015

The Warren County Library Commission met in regular session at 5:30 p.m. on February 26, 2015 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
Virginia R. Rutledge

Library Liaison: Richard D. Gardner

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

Guest: Sharon Monaco

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 January 8, 2015 reorganization meeting and regular session by unanimous vote were approved.

Communications

County Counsel completed their review of the Waiver for the Estate of Yvonne B. Canfield Trust.

Public Comment

None.

Old Business

The Freeholders have not made a decision regarding the status of the Franklin branch. The longevity of the Federation Agreement is also unknown. Ms. Wilkinson stated that the Warren County Library currently funds five locations; of these, the Phillipsburg location yields the lowest ROI on a large portion of the library's budget each year. Mr. Gardner stated that he will strive to enable the best possible service for all Warren County residents.

Director's Report

Report is attached. Ms. Wilkinson stated FR staff worked on a Warren County holiday recently after finding out that the Tech school would be open (and library would be accessible). Ms. Wilkinson added that Makers Day activities will be available at the Library on March 21.

New Business

Amend Circulation Policy

RESOLUTION 2015-07

ON MOTION of Ms. Moore seconded by Ms. Rutledge, the following resolution was by unanimous vote adopted by the Warren County Library Commission at a regular meeting held on February 26, 2015.

RESOLUTION TO AMEND CIRCULATION POLICY TO INCLUDE MUSICAL INSTRUMENTS WHICH SHALL HAVE A 28 DAY LOAN PERIOD, A 7 DAY RESERVE HOLD PERIOD, 2 RENEWALS, AND A FINE OF \$1/DAY.

BE IT HEREBY RESOLVED by the Warren County Library Commission that the Warren County Library Circulation Policy is amended to include Musical Instruments which shall have a 28 day loan period, a 7 day reserve hold period, 2 renewals, and a fine of \$1/day.

Closing Public Comment

None.

Executive Session

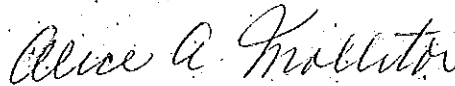
No Executive Session required.

Adjournment

There being no further business, **ON MOTION** of Ms. Barone, seconded by Ms. Moore, the meeting adjourned at 6:52 p.m.; motion carried unanimously.

The next regular meeting is scheduled for Thursday, March 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 February 2015

RFID project/Headquarters Branch

The installation of RFID and self-checkout equipment is scheduled for March 10-11. The security gates will be installed before 9 am on the 10th to minimize congestion at the entrance of the library. The self-checkout stations will have credit card readers, coin boxes and AV case openers. The AV case openers checkout the library material and turn security off when opening the case. The staff checkout stations will have RFID pads and cash drawers. Staff will continue to open the AV cases manually. We have tested and launched the online payment software and the public can use this service through our website. The public will still need to checkout reserved items at the staffed circulation desk. This is because reserved items may be from other branches which do not use RFID technology. We will have a demonstration of the software at the March Commission meeting.

Website & Apps

Our library app for Apple products (iOS) has been released through iTunes, however we discovered a few problems with the operation of the app and have sent it back to the company who developed the product for the required changes. The app can be found by searching for Warren County Library in iTunes, however we are not promoting the app to the public until the changes have been made.

Catherine Dickson Hofman Branch

The county has started the investigative part of the septic tank project at CDH. The County has set aside \$400,000 for the project as we do not know at this time whether we can replace the tank in the existing location, or whether we will need to put a new tank in elsewhere.

DigitalLibraryNJ

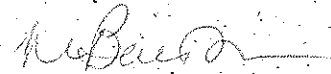
The library will be launching the new 3M service on March 1st. We have spent approximately \$4,000 for new library materials, and the consortium has spent approximately \$15,000. We have sent out letters to publishers of all content currently housed in the Overdrive platform asking for permission to move the content. The publishers have 30 days to respond to the request and a no response is considered an approval. (The form letter is from 3M) We have already received permission to move content from Penguin Books. 3M will work with the publishers to transfer the licenses to their software.

State Report

Report will be filed by end of week. The completion of the report is required in order to receive State Aid (approximately \$35,000) for the support of our library system.

Memorial Donation

The County's Counsel has reviewed documents related to the estate of Yvonne Canfield and has sent it back to the Freeholders for approval. The donation to the library will be \$15,383. There are no conditions attached to the donation.



Maureen Baker Wilkinson
Library Director
Warren County Library