

Warren County Library Commission

Regular Session – May 28, 2015

The Warren County Library Commission met in regular session at 5:30 p.m. on May 28, 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:	Marilynn A. Barone	Patricia A. Rokosz
	Alicia A. Mollitor	Virginia R. Rutledge
	Lynn Moore	

Administration:	Maureen Baker Wilkinson, Library Director
	Jill Butcher, Assistant Director
	Jaci Stemler, Administrative 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. Rutledge, the Minutes of the March 26, 2015 regular session by unanimous vote were approved.

Communications

2015 Trustee Manual and NJ Library Trustee Association 2015 Membership cards were distributed.

Public Comment

None.

Old Business

See Director's Report.

Director's Report

Report is attached. Ms. Wilkinson also demonstrated AI Squared accessibility services coming soon to our website (this will also work on our catalogue and event calendar); the contract was signed today. Regarding the septic system issue at Catherine Dickson Hofman branch, Ms. Wilkinson added that

the tank was emptied in April 2015 but was found to be full already yesterday. Ms. Wilkinson noted that WC Technical School has indicated they will permit use of school facilities for Franklin's summer programming this year.

New Business

Close Franklin Branch for WC Tech graduation

Resolution No. 2015-8

ON MOTION of Ms. Rutledge, seconded by Ms. Mollitor, the following resolution was by unanimous vote adopted by the Warren County Library Commission at a meeting held on May 28, 2015.

RESOLUTION TO AUTHORIZE CLOSURE OF THE FRANKLIN BRANCH ON FRIDAY, JUNE 12, 2015 DUE TO THE GRADUATION CEREMONY FOR WARREN COUNTY TECHNICAL SCHOOL.

BE IT HEREBY RESOLVED that the Franklin Branch shall not be open to the public on Friday, June 12, 2015 due to the graduation ceremony for Warren County Technical School.

Implement Summer Hours at Franklin Branch

Resolution No. 2015-9

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 meeting held on May 28, 2015.

RESOLVED THAT THE FRANKLIN BRANCH SHALL BE OPEN TO THE PUBLIC FOR SUMMER HOURS AS FOLLOWS:

MONDAY THROUGH THURSDAY 9:00 A.M. TO 8:00 P.M.

FRIDAY 9:00 A.M. TO 6:00 P.M.

SATURDAY 9:30 A.M. TO 3:30 P.M.

STARTING MONDAY, JUNE 15, 2015 THROUGH SATURDAY, AUGUST 29, 2015.

BE IT HEREBY RESOLVED by the Warren County Library Commission that the schedule specified above shall commence at the Franklin Branch on June 15, 2015 and end on August 29, 2015.

Closing Public Comment

None.

Executive Session

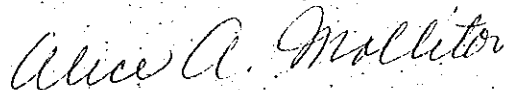
No Executive Session required.

Adjournment

There being no further business, ON MOTION of Ms. Barone; seconded by Ms. Rutledge, the meeting adjourned at 6:04 p.m.; motion carried unanimously.

The next regular meeting is scheduled for Thursday, June 25, 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
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Director's Report May 2015

Website

We are planning to provide accessibility software on our website. The product, *Sitescues*, allows visitors to enlarge content on the website and have content read out loud. The next release of the software will also allow visitors to change the contrast of content (i.e. white text/black background). The software will make content more accessible to persons with low visual acuity, learning disabilities such as dyslexia, or who have English as a second language (able to understand spoken English language/difficulties reading it). This software is not designed for those persons who can be considered as visually disabled. Software for this type of disability is generally installed on a computer to provide visual assistance with all products on the computer (word processing/internet etc.) *Sitescues* is tested on computers that have this type of software to ensure that there are no conflicts between the two types of software. (AI Squared, the company that makes *Sitescues*, also makes *Zoom*, which is one of these computer based products.)

Catherine Dickson Hofman Branch

This week we had an issue with the septic system at CDH. Plans are moving forward with the new septic system for the branch. The County is investigating the possibility of getting additional property adjacent to the library property for a larger capacity system.

Franklin Branch

(See resolutions) The library plans to close for the school graduation again this year and will implement "summer hours" for the time that school is not in session. The summer hours will be the same hours the branch was open to the public prior to the agreement with the school which gave students exclusive access to the library from 7:45am-12:59pm Monday thru Friday.

Preservation Day

The library will be participating in the Warren County Preservation Day at Rutherford Hall on May 31. We will have a tabletop display of local history resources that we offer.

Barn Quilt

The barn quilt which was made for last year's Farm Fest event has been installed at the Northeast Branch. (Picture in folder) Thanks to Mary Ellen Krivanek for not only making the quilt, but also for ensuring that it was expertly installed.

Branding

We will be rolling out additional branding using our new logo. New stationary and business cards have been ordered and email signatures with the logo have been created for all employees. I have also created letterhead for each branch and the Library Commission.



Maureen Baker Wilkinson
Library Director
Warren County Library