

WARREN COUNTY LIBRARY

Warren County Library Commission
2 Shotwell Drive, Belvidere NJ 07823
P: 908-475-6320 | www.warrenlib.org

Regular Session – September 24, 2015

The Warren County Library Commission met in regular session at 5:30 p.m. on September 24, 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

Absent: Virginia R. Rutledge

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

Chairperson Marilyn 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 June 25, 2015 regular session by unanimous vote were approved.

Communications

Patron letter of appreciation.

Public Comment - None.

Old Business - See Director's Report.

Director's Report - Report is attached.

New Business – None.

Closing Public Comment - None.

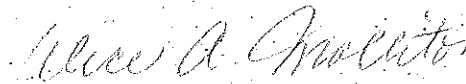
Executive Session - Not required.

Adjournment

There being no further business, on motion of Ms. Barone, seconded by Ms. Rokosz, the meeting adjourned at 6:23 p.m.; motion carried unanimously.

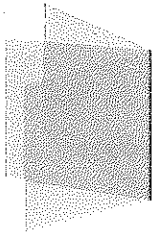
The next regular meeting is scheduled for Thursday, October 22, 2015 at 5:30 p.m.

Attested to:



Alice A. Mollitor, Recording Secretary

AAM/jes



WARREN COUNTY LIBRARY

September 2015 Director's Report

Participation in our summer reading program and activities increased over last year. The theme "Every Hero has a Story" was popular and led to the development of some fun programs such as training camps for superheroes, visits by community heroes (firemen, police) superhero photo booths, and making superhero capes. The library also started Minecraft Clubs at all locations. These clubs were very popular and have become regular programs at our branches.

Library staff attended 28 back to school nights. This outreach is an important link to our community and families with young children. It is a great way to make contact with families who may not be using the library and staff at the schools who are unfamiliar with our library system. We distribute newsletters, program flyers, recommended reading lists and information about our library system. I was able to visit two schools – Oxford & Lopatcong Elementary.

The library has just completed updates to our TLC library software and we are now running the most current version. The process to update the software had been postponed since we had to upgrade our server operating system and reinstall other software on the server in addition to these updates. The updated software has addressed some issues with our self-checkout system, will allow us to start emailing circulation receipts in addition to printing them, and may allow us to implement new features with our interlibrary loan system (will need to be tested). During the software transition our online catalog, renewals and payments were unavailable to the public. No fines were charged for library materials on those days.

Two construction projects are underway in our libraries. Catherine Dickson Hofman will have a new septic system installed between October 12-19. The new system will be installed at the front of the library and will replace the existing septic system. The contractor will start on October 12 when the library is closed for the Columbus Day holiday. Soil from the site will be moved to the back area of the library property. There will be holding tanks installed while the septic system is under construction. The library has been asked to cancel programming that week to minimize the use of water during the construction project. Traffic into the parking lot will be impacted and the contractor is responsible for traffic control when trucks are using the driveways.

The Warren County Technical School will be installing new windows in the Franklin Branch as part of the replacement of windows in the school. The project will begin on October 5 and will require the library to be closed to the public after 3 pm. All library materials, shelving, furniture and equipment will have to be moved off the exterior wall where the windows are located (children's area, circulation desk). While we had been told of this project some time ago, we had not been told until this week

that the window dimensions were changing and will now be much larger. The wall will now be only 40 inches high which means the tall shelving in this area cannot be reinstalled. We will put the affected collection into storage (boxes at HQ) and dismantle the shelving until we can figure out how to reconfigure the area; this is an additional loss of useable space for this library which already suffers with little space for collection, storage, staff and public activities. The library will need to allocate funds for reconfiguration of the space. I am currently talking to vendors regarding used shelving and looking at storage solutions for the circulation area. The existing circulation desk has very little in the way of useable storage and makes poor use of the footprint it occupies.

On November 4, the library will celebrate its 85th birthday. All branches will participate and activities will run from Wednesday, November 4 through Saturday, November 7. There will be games (which is older? "X" or the library), game day (games that were played in the 30's), staff dressed in period costume, movies from the 30's, book clubs reading books from the 30's, etc. Invitations will be mailed in October. Sheri Monaco, Branch Manager at Franklin, designed art work for the publicity. The art work is in the art deco style and uses our library color.



Maureen Baker Wilkinson
Library Director