

WARREN COUNTY LIBRARY

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

Regular Session – October 27, 2016

The Warren County Library Commission met in regular session at 5:30 p.m. on October 27, 2016 in the Library Headquarters at 2 Shotwell Drive, Belvidere, New Jersey.

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

Liaison: Richard D. Gardner, Freeholder

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

Public: Ms. L. Opdyke

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 Ms. Mollitor, seconded by Mr. Newbold, the Minutes of the September 22, 2016 regular meeting were approved.

Communications – Letter dated October 19 complimenting CDH branch and staff; letter dated September 30 complimenting the NE staff; letters dated October 18 and 24 outlining various complaints.

Public Comment – None.

Old Business – Maureen stated that the new Franklin branch continues to move forward.

Director's Report - Report is attached.

New Business

Resolution No. 2016-12

ON MOTION of Virginia Rutledge, seconded by Henry Newbold, the following resolution was by unanimous vote adopted by the Warren County Library Commission at a meeting held on October 27, 2016.

RESOLVED THAT EFFECTIVE JANUARY 1, 2017, THERE SHALL BE FOUR (4) SATURDAY CLOSINGS SUPPLEMENTAL TO THE WARREN COUNTY HOLIDAY SCHEDULE.

BE IT HEREBY RESOLVED by the Warren County Library Commission that the Library may close for 4 Saturdays supplemental to the Warren County Holiday Schedule.

Resolution No. 2016-13

ON MOTION of Marilyn Barone, seconded by Alice Mollitor, the following resolution was by unanimous vote adopted by the Warren County Library Commission at a meeting held on October 27, 2016.

RESOLVED THAT THE CIRCULATION POLICY SHALL BE AMENDED PER ATTACHED REGARDING RESERVED MATERIALS AND REFERENCE TO THE SEED LIBRARY SHALL BE DELETED.

BE IT HEREBY RESOLVED by the Warren County Library Commission that the Circulation Policy is amended regarding reserved materials and reference to the Seed Library shall be deleted.

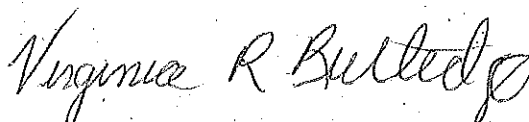
Closing Public Comment – Ms. Opdyke questioned the status of holds she has on materials. She noted her inability to email the Director or Library Commission and find Commission minutes on the Library website. Ms. Wilkinson accessed the site (via Smartboard) to show exactly how to view the minutes; the email problem originates at the patron's end.

Adjournment:

There being no further business, on motion of Mr. Newbold, seconded by Ms. Mollitor, the meeting adjourned at 7:17 p.m.; motion carried unanimously.

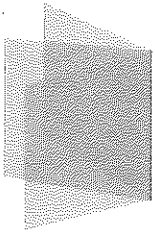
The next regular meeting is scheduled for Thursday, November 17, 2016 at 5:30 p.m.

Attested to:

A handwritten signature in cursive script that reads "Virginia R Rutledge".

Virginia R. Rutledge, Recording Secretary

VRR/jes



WARREN COUNTY LIBRARY

Director's Report October 2016

The Career Connections Grant continues to be a challenge due to conflicting information from different people at the State, however, it seems there may be a light at the end of the tunnel. Their website will officially launch in December. We have been told that the branding requirements (fonts, colors to use) which we were sent are not required on signs that we produce and we can submit any sign that we design for approval. We are in the process of hiring a candidate for the grant position. Tomorrow Jill and I will attend a meet and greet with OneStop Center staff in Trenton and we have been told that we will receive promotional materials.

Five managers attended a full-day workshop at the Monroe Library on "The transformative power of community engagement." As part of the workshop, we examined what we perceive our library values to be, what the most important values are, and what the mission is for our library. We then examined how we could determine what the community values are and how we could align the library with some of these values and work with other community groups. Our staff felt that we need to look at our existing mission statement and we will look at a way to involve all staff in this discussion.

On November 30, managers will attend an online webinar on "Building a great team." The workshop will be a kickoff to one year of professional development based on a book by the presenter. The book contains 52 readings and exercises for managers to complete (1 per week). We will be sending the assignment to staff on a weekly basis and we can discuss the topics from previous weeks at our monthly Team Leader meetings.

Last evening the Freeholders approved the hiring of a Branch Manager for the Headquarters Branch. Jill Butcher, who currently manages the branch and is the assistant director, will be able to concentrate her efforts on system-wide services, projects etc. While Jill has done an excellent job juggling her responsibilities, I anticipate that the assistant director part of her job will require more of her time as we move forward on various projects.

We have not been able to find a Teen Librarian yet. We receive many applications from people without the qualifications that are required for the job (no MLS), or do not have pertinent experience or training. We are no longer able to hire anyone living out of state and our salaries for librarians are lower than many library systems in NJ. For example, Newark Library is currently advertising for a Reference Librarian at \$52,457 (only requirement MLS, NJ professional certificate) while we will hire an entry-level librarian at \$37,162 and a Branch Manager (3 year minimum experience as librarian, supervisory experience) at \$55,506.

The network upgrade has been completed at Franklin, but we are still waiting for work to be completed at the Northeast Branch. Verizon finally installed the fiber optic line about a week ago but had to be called back for an installation issue which was discovered when the State Library tried to connect to the network to complete their part of the work. Although we had hoped that the work would be completed this week, this is now unlikely. The upgrade will more than triple the speed at Northeast Branch (at a lower cost than we currently pay), and we have structured the

network connection to allow for future increases which will not require upgrades in the service into the building. Once we have both Northeast and Franklin on the new networks, we will no longer need some equipment that is located at HQ and can reduce our costs further.

On October 20, Jill Butcher, Mark Stutzman, Sheri Monaco and I traveled to Darien Library in Connecticut for a CollectionHQ user group meeting and the opportunity to see this award-winning library. We were particularly interested in viewing and getting feedback from staff on their use of a modified BISAC classification model used in their library. We are hoping to use a similar model at the Southwest Branch. We were able to tour the library's staff areas and saw their material handling system, which checks in and sorts library materials.

We have been looking at possible floor plans for the new Southwest Branch. The space we would occupy is the front part of the building. We have 6 proposed layouts to consider, and we will be talking to the architect about concerns and possible tweaks to the floor plans.

Team Leaders are continuing to work through collection codes to consolidate/eliminate codes we don't need as preparation for our launch of CollectionHQ and standardized processing of the collection. Once this project is done we will tackle inconsistencies in labeling, call numbers, and classifications used in collections such as music CDs. We have decided to eliminate the last items in some old collections (such as VHS and Books on Tape) and offer these items to any members who may still use them.

Sophie Brookover from LibraryLinkNJ offered to do an evaluation of our social media presence. While the review was very positive, Sophie had a few suggestions we might want to consider regarding the management of the sites. Kelly Durkin will call a meeting of staff that contribute to our social media pages to discuss the report and our strategies going forward.

The website has been updated with Commission member information and the most recent minutes have been posted there. Approved minutes of meetings continue to be available in the library upon request. We have only had one request since I started at Warren County Library. We contacted the Warren County Public Information Department with updated information about the Library Commission and requested the changes. We routinely supply this information to this department after our reorganization meeting and prior to the publication of the County Directory.

In response to a letter questioning our hours of operation and Saturday closures, we have prepared a report for the Library Commission detailing the hours of operation and number of Saturdays and holidays for libraries of a comparable size/budget. It appears that our hours of operation on Saturdays are fewer and we are closed on more holidays and Saturdays. I am recommending that the Commission vote to approve a specific number of Saturday closures and that staff be given an annual vote for which Saturdays they would like to be closed. The Saturdays offered as options would be those associated with holidays that are widely celebrated and would vary from year to year, depending on the day of the week a holiday is celebrated.



Maureen Baker Wilkinson
Library Director