

# WARREN COUNTY LIBRARY

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

## Regular Session – May 25, 2017

The Warren County Library Commission met in regular session at 5:30 p.m. on May 25, 2017 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:                      Marilyn A. Barone      Henry A. Newbold  
                                      Alice A. Mollitor      Patricia A. Rokosz

Absent:                        Virginia R. Rutledge

Administration:            Maureen Baker Wilkinson, Library 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 Ms. Mollitor, seconded by Ms. Barone, the Minutes of the April 27, 2017 regular session by unanimous vote were approved.

**Communications** – Ms. Wilkinson distributed correspondence regarding yoga classes held at the Catherine Dickson Hofman branch.

**Public Comment** – Ms. Yetter requested continuous Friday morning story time events at the Headquarters location.

**Old Business** – Updates regarding the new branch are in the Director's Report.

**Director's Report** – Report is attached.

**New Business**

**Resolution No. 2017-12**

On motion of Ms. Marilyn Barone, seconded by Mr. Henry Newbold, the following resolution was by unanimous vote adopted by the Warren County Library Commission at a meeting held on May 25, 2017.

RESOLUTION TO AUTHORIZE CLOSURE OF THE FRANKLIN BRANCH AT 4:00 P.M. ON TUESDAY, JUNE 20, 2017 DUE TO THE GRADUATION CEREMONY FOR WARREN COUNTY TECHNICAL SCHOOL.

BE IT HEREBY RESOLVED that the Franklin Branch shall close to the public at 4:00 p.m. on Tuesday, June 20, 2017 due to the graduation ceremony for Warren County Technical School.

**Resolution No. 2017-13**

On motion of Mr. Henry Newbold, seconded by Ms. Alice Mollitor, the following resolution was by unanimous vote adopted by the Warren County Library Commission at a meeting held on May 25, 2017.

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

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

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

SATURDAY - 10:00 A.M. TO 4:00 P.M.

STARTING JUNE 26, 2017 THROUGH SEPTEMBER 1, 2017.

BE IT HEREBY RESOLVED by the Warren County Library Commission that the schedule specified above shall commence at the Franklin Branch on June 26, 2017 and end on September 1, 2017.

Closing Public Comment – None.

Executive Session

**Resolution No. 2017-14**

ON MOTION of Ms. Barone, seconded by Ms. Rokosz at 6:30 p.m. the following resolution was by unanimous vote adopted by the Warren County Library Commission at a meeting held on May 25, 2017.

RESOLUTION AUTHORIZING EXECUTIVE SESSION OF THE WARREN COUNTY LIBRARY COMMISSION PROVIDING FOR A MEETING NOT OPEN TO THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF THE NEW JERSEY OPEN PUBLIC MEETINGS ACT, N.J.S.A. 10:4-12.

BE IT HEREBY RESOLVED that this Commission hereby excludes the public in order to discuss such matters. The general nature of the subject to be discussed is as follows:

*Personnel matter.*

BE IT FURTHER RESOLVED, that the Library Commission shall disclose to the public, as soon as practicable, the contents of the discussions after the final disposition of the matters discussed.

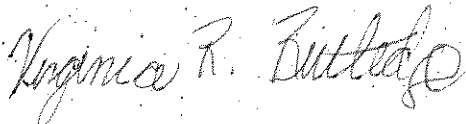
On motion of Mr. Newbold, seconded by Ms. Mollitor, the Library Commission adjourned executive session at 6:44 p.m. and returned to open session; motion carried unanimously.

#### **Adjournment**

There being no further business, on motion of Ms. Barone, seconded by Ms. Rokosz, the meeting adjourned at 6:45 p.m.; motion carried unanimously.

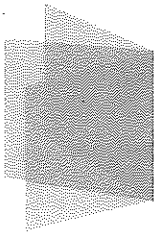
The next regular meeting is scheduled for Thursday, June 22, 2017 at 5:30 p.m.

**Attested to:**



Virginia R. Rutledge, Recording Secretary

VRR/jes



# WARREN COUNTY LIBRARY

## May 2017 Director's Report

This month we added 19,000 eAudiobook titles for our members by opting in to a pay-per-use service through Bibliotheca (Cloud Library). The model used by this company is different than that of Hoopla (always available) in that you can establish a budget for what you will spend and once that spending limit is reached, members must place the title on hold. They are notified that the title is available when additional funds are added to the service (i.e., at the beginning of the next month). The library can hide content that is above a certain price point, but borrowers are not limited to only 5 checkouts per month like in Hoopla – they are just limited to 4 checkouts at any time. Since we also own content in the Cloud Library, this content will be used to fill requests instead of the pay-per-use titles. We are finding a solid use of eAudiobooks in both services and these services complement each other. Content in the Cloud Library service is more extensive and I anticipate that growth of available content will be higher in the Cloud Library service since they specialize in eAudio and eBooks only, while Hoopla is owned by a company that has its roots in DVD and music content.

As part of a summer promotion of Hoopla, we will raise the number of checkouts to members from 5 to 10 per month during June, July and August. This is, in part, to see what percentage of users actually do use more than the 5 checkouts (we have had feedback that 5 is not enough) and also because of the additional leisure time and student reading assignments in summer. We will reduce the number of checkouts to 5 in September; however, we may consider additional special months later in the year (i.e., Christmas holiday). Because this is a pay-per-use service we must be cognizant of the budget for these resources, but based on the number of unique titles being checked out, this model is the most cost effective way to provide content that will have a small audience (\$2.99 to provide via pay-per-use vs. \$40-\$80 to purchase the title).

We have been told that the collection analysis tool collectionHQ and ESP are scheduled for implementation in June. While summer is a busy time for staff (Summer Reading programs/vacations) this timing will be good for our Franklin Branch. They have been weeding their collection prior to tagging items for RFID and relocating the collection and we will be able to use this software to fill in gaps in the collection prior to opening in our new location. We have budgeted for additional materials for the new branch since this small branch will be moving into a larger facility with a large service area.

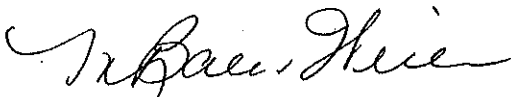
We continue to work on finalizing the furnishing choices and layout so we can get a firm budget for our part of the project. I have been talking with Bibliotheca about their self-checkout hardware and how we might be able to incorporate it in the branch. The hardware is very modern and has integrated coin vending and credit card payment systems which will make a clean looking installation.

Sheri Monaco and I visited the North Star Construction offices to meet with their interior design specialist and look at their sample room. We were able to look at carpet samples and we have received larger pieces of carpets we are considering.

I attended the Greenwich Planning Board meeting in May when they considered approvals for construction. It is anticipated that the approvals will be given in June and allow for the start of construction. While this timetable has set the completion date back, we still anticipate that the renovation of the building will move quickly once it starts.

This week I attended an art show at the Greenwich Elementary school with Franklin staff. We used this opportunity to meet with families and promote the summer reading program and new library. Many people did not know about the library and were excited to learn about it. I will be attending ParkFest (Bread Lock Park/Stewartsville) on June 10<sup>th</sup> and will have the opportunity to promote the new branch and other library services.

Team Leaders watched the interview with Valerie Gross, Howard County Library System MD about their library's rebranding as an educational institution. General feedback from the group was positive and we will discuss implementation of this strategy at future staff meetings. The video can be found at <https://vimeo.com/103349407>



Maureen Baker Wilkinson  
Library Director