

WARREN COUNTY LIBRARY

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

Regular Session – June 22, 2017

The Warren County Library Commission met in regular session at 5:30 p.m. on June 22, 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 Patricia A. Rokosz
 Henry A. Newbold Virginia R. Rutledge

Absent: Alice A. Mollitor

Administration: 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 Mr. Newbold, seconded by Ms. Barone, the Minutes of the May 25, 2017 regular session vote were approved with Ms. Rutledge abstaining. On motion by Ms. Barone, seconded by Mr. Newbold, the Minutes of the May 25, 2017 executive session were approved with Ms. Rutledge abstaining.

Communications – A letter to Ms. Yetter from Ms. Wilkinson regarding the Friday story hour schedule.

Public Comment – None.

Old Business – Ms. Rokosz thanked Ms. Mollitor and Mr. Newbold for volunteering to head up the Director Evaluation and Ms. Barone for the form she provided. Updates regarding the new branch are in the Director's Report.

Director's Report - Report is attached.

New Business - None.

Adjournment

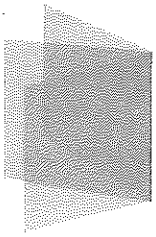
There being no further business, on motion of Ms. Rokosz, seconded by Mr. Newbold, the meeting adjourned at 5:48 p.m.; motion carried unanimously.

The next regular meeting is scheduled for Thursday, September 28, 2017 at 5:30 p.m.

Attested to:


Virginia R. Rutledge, Recording Secretary

VRR/jes



WARREN COUNTY LIBRARY

June 2017 Director's Report

First, I wish to apologize for not attending this meeting. I have a family commitment in Canada and I am timing the trip to allow me to be back at work on Monday evening when a Warren County Mayors Meeting will be held at the Headquarters Branch. This meeting is an opportunity to introduce the politicians to the library, answer questions, promote the new branch, and walk them through the facilities.

I attended Park Fest this month (Bread Lock Park in Greenwich) and was able to talk about our library services and new branch. We brought the bookmobile to the site and I had the architectural design drawings on display. The response was overwhelmingly positive, only one person with a negative comment related to the effect of the new building (end of the agreement) on the Phillipsburg Library. I did have one Phillipsburg resident that was excited about the new library and asked about how they could get a membership. I was able to give out our monthly newsletter and many people were amazed at the number of programs we offer.

Our Summer Reading program has started and we have already had a good response for sign-ups. As in past years, we have a full schedule of activities planned. Included this year are two tween/teen lock-in events that will take place after the library closes on a Friday.

Construction has started on the new branch. We have finalized most of the floor plan, selected the carpeting and are currently looking at fabrics for furniture, final designs for desks and end panels, paint colors and possible community support for the project (donations). The goal is to open as soon as possible and I am currently estimating a January opening. We will have a better idea of when we can open as we see how fast the construction is progressing. Many of the furnishings for the building have a 12 week lead time, so we need to time ordering to arrive as close as possible to the estimated time we can get in the building. If necessary, furnishings can be stored by Library Interiors for up to 3 months at no charge (man hours for moving the materials will be charged) and Library Interiors can sometimes get the completion date for the furniture changed, however this can be a problem depending on what other jobs are working their way through the manufacturer's schedule.

I have included a position paper on Political Speech/Campaigning at Public Libraries from NJLA and ALA information about Religion in American Libraries and Meeting Rooms to share with you. I anticipate a need for Library policy to encompass these issues. I am also working on circulation policy for our new mobile devices with internet connectivity.

Last but not least, we are sorry to lose two key employees—Jaci Stemler (Administrative Secretary) and Jane Endrizzi (Librarian) who will be retiring. We have posted the Administrative Secretary position and expect the librarian position to be posted after the next Freeholder meeting (summer meeting schedule is less frequent). We anticipate it will take some time to find the right candidates for these positions, however we have a couple of months to fill the jobs before they are vacant.

A handwritten signature in cursive script, reading "Maureen Baker Wilkinson".

Maureen Baker Wilkinson
Library Director