

WARREN COUNTY LIBRARY

Warren County Library Commission
2 Shotwell Drive, Belvidere NJ 07823
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Regular Session – September 28, 2017

The Warren County Library Commission met in regular session at 5:30 p.m. on September 28, 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
 Alice A. Mollitor Virginia R. Rutledge
 Henry A. Newbold

Absent: N/A

Administration: Meryl Barny-McGinley, 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. Barone, seconded by Mr. Newbold, the Minutes of the June 22, 2017 regular session vote were approved with unanimous agreement.

Correspondence – An email was discussed regarding a compliment to the Franklin Branch. A discussion regarding a complaint in the form of an email from Ms. Romanczuk to Ms. Wilkinson regarding the book "Craving" by Helen Hardt. Another discussion was held regarding the complaint over a children's book "Big Bob, Little Bob". Ms. Wilkinson discussed the damage done to the book and a letter that was sent to the last patron that had checked it out.

Public Comment – None.

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

Director's Report – Report is attached.

New Business –

Resolution No. 2017-16

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 September 28, 2017.

RESOLUTION TO AUTHORIZE A DELAY OF OPENING AT ALL BRANCHES AT 1:00 P.M. ON FRIDAY, AUGUST 25, 2017 FOR STAFF TRAINING.

BE IT HEREBY RESOLVED by the Warren County Library Commission that the branches of the Warren County Library open to the public at 1 pm on Friday, August 25, 2017 to allow all staff to attend training.

Resolution No. 2017-17

On motion of Ms. Alice Mollitor, seconded by Mr. Henry Newbold, the following resolution was by unanimous vote adopted by the Warren County Library Commission at a meeting held on September 28, 2017.

RESOLUTION TO AMEND THE MEMBERSHIP POLICY / OPEN BORROWING CARD MEMBERSHIP.

BE IT HEREBY RESOLVED by the Warren County Library Commission that the Open Borrowing Card Membership portion of the Membership policy be updated to remove references to the cost of the service being paid by participating libraries, and include clarification on borrowing privileges for open borrowers.

Resolution No. 2017-18

On motion of Ms. Alice Mollitor, seconded by Mr. Henry Newbold, the following resolution was by unanimous vote adopted by the Warren County Library Commission at a meeting held on September 28, 2017.

RESOLUTION TO AMEND THE MEMBERSHIP POLICY / PHILLIPSBURG LIBRARY MEMBERSHIP.

BE IT HEREBY RESOLVED by the Warren County Library Commission that the Phillipsburg Library Membership portion of the Membership policy be removed from the policy effective with the opening of the Southwest Branch.

Resolution No. 2017-19

On motion of Ms. Virginia Rutledge, seconded by Ms. Patricia Rokosz, the following resolution was by unanimous vote adopted by the Warren County Library Commission at a meeting held on September 28, 2017.

RESOLUTION TO AMEND THE CIRCULATION POLICY / CIRCULATION RULES & FEES.

BE IT HEREBY RESOLVED by the Warren County Library Commission that the Circulation Rules & Fees portion of the Circulation Policies/Audiovisual Equipment be changed to Circulating AV/Electronic Devices with a loan period of 28 days; time reserves held 2 days, renewals 2, fine \$3 per day/ \$30 maximum.

Resolution No. 2017-20

On motion of Ms. Patricia Rutledge, seconded by Mr. Henry Newbold, the following resolution was by unanimous vote adopted by the Warren County Library Commission at a meeting held on September 28, 2017.

RESOLUTION TO RESCIND RESOLUTION NO. 2012-12.

BE IT HEREBY RESOLVED by the Warren County Library Commission that resolution 2012-12 be rescinded as no longer relevant.

Resolution No. 2017-21

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 September 28, 2017.

RESOLUTION TO RECIND RESOLUTION NO. 2012-14.

BE IT HEREBY RESOLVED by the Warren County Library Commission that resolution 2012-14 be rescinded as no longer relevant.

Resolution No. 2017-22

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 September 28, 2017.

RESOLUTION AMEND CIRCULATION POLICY/CIRCULATION RULES & FEES: NEW ADULT FICTION.

BE IT HEREBY RESOLVED by the Warren County Library Commission that the Circulation Policy/Circulation Rules & Fees: New Adult Fiction be changed to Circulation Policy/Circulation Rules & Fees: "High Demand Items".

Executive Session:

Resolution No. 2017-23

On motion of Ms. Rokosz, seconded by Mr. Newbold, at 7:45 pm, the following resolution was by unanimous vote adopted by the Warren County Library Commission at a meeting held on September 28, 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 PPUBLIC 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:

Matter relating to: confidential _____

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 matter discussed.

On motion of _____, seconded by _____, the Library Commission adjourned executive session at _____ pm, and returned to open session; motion carried by unanimous vote.

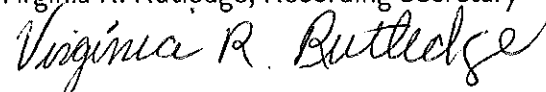
Adjournment

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

The next regular meeting is scheduled for Thursday, October 26, 2017 at 5:30 p.m.

Attested to:

Virginia R. Rutledge, Recording Secretary



VRR/mbm



WARREN COUNTY LIBRARY

Director's Report – September 2017

Where did the summer go!

Summer reading was a success this year with higher event attendance, program participation and number of books read. (statistics and pictures in your board package) We applied for a grant and received 4,000 pairs of safe-viewing solar glasses to distribute for the eclipse. Demand was high for these glasses, and people came from other counties to get them. Each branch held a special solar event on the day of the eclipse.

Headquarters Branch has reached a critical point regarding staffing. We are currently down two librarian positions, and we have learned that another librarian will be leaving. The staffing situation requires us to rethink how we staff the second floor of the library and how we provide reference service within this branch and library system.

Staffing a two-storey library is challenging and I have decided to consolidate most library services to the first floor. We will be relocating the computers and photocopier to the first floor. We will be removing some shelving from the first floor and relocating some of the first-floor tables to the second floor. We will also be removing one of the self-checkout stations and reusing the equipment at the new branch. We will utilize the second floor as a reading area and plan to eventually convert the space to additional meeting space and maker area. Our reference collection will remain on the second floor. Security cameras will be used in conjunction with walk-throughs by staff to monitor the area.

The circulation staff at Headquarters will assume the responsibility of assisting the public with the computers and many of the other jobs performed by the reference staff. Headquarters has always operated differently from the other branches due to the presence of the reference staff. Going forward Headquarters will operate the same as other branches, and the reference staff will serve as a system-wide resource to the branches.

To this end, I have promoted reference librarian Jennifer Sidie to the Headquarters Branch Manager position. Jill Butcher, who has served as both Headquarters Branch Manager and Assistant Director, will be responsible for branch services and is tasked with project management of many of our new services such as CollectionHQ and working with Baker and Taylor (book vendor) to implement a full cataloging and processing solution for our library materials.

The reference desk on the second floor will no longer exist. We will be deploying our reference team and service in new directions. We are planning to implement a new chat/text/email service called Mosio (<http://www.textlibrarian.com/mosioforlibraries.php>). This service will allow the public to ask library staff questions by text, chat, email or call me feature from our website, library catalog, Facebook page and various databases and online services. This new service will add a layer of support to our online products. Members who use the text service will be able to add a shortcut to their phones that will access our chat service without visiting the website. Branches and librarians will share the responsibility for answering questions coming through this service on a rotating basis.

The reference phone number will be migrated to a new phone service that will enable us to simultaneous ring several phone numbers and forward calls to ring on other phone extensions and numbers. Librarians will be able to work at locations throughout the system and still be part of the reference team answering calls from the public.

Staff attended a half-day training session on CollectionHQ. (collection development software) We have started the initial steps to clean up our collection by removing lost and missing items from the collection. We are also working through reports listing materials that have not been used for a long time and verify if we still own them, and if we do, whether we should keep them. These steps are necessary to get an accurate picture of our actual holdings and picture of any gaps in our collection. CollectionHQ staff recommends using two years of non-use as the threshold at which to evaluate an item. I have initially set the threshold at four years to spread the impact on our collection over a longer time period and to allow staff to get more comfortable with this more aggressive, ongoing evaluation of our collection.

The library budget is due in October. Considerations for the new budget include the higher operating costs of the new branch at the same time we are still making payments to Phillipsburg Library for half of 2018. I will also request changes that will bring our librarian salaries more in line with other libraries in NJ and with Warren County jobs with similar education requirements. (teacher salaries). Candidates have turned down jobs at our library because of the offered salary and why we have not been able to fill vacant positions.

Team Leaders will be reviewing our spending and use of reference and online resources as a precursor to decisions on 2018 budget. Online streaming and downloading services have been very popular, and we need to determine how much to commit to these services (and where we will get the money). I will also be asking staff to consider two additional services: brainHQ (online brain fitness exercises) and DiscoverLocal (uploads our library collection and events into internet search results) See: <http://www.demco.com/software/>

The construction of the new branch has started. The new roof is complete, window and door openings cut in the exterior walls, and ductwork for the HVAC system is being installed. We are finalizing our furnishing selections and budget and anticipate going out to bid for furniture and shelving in October. We do not have a construction schedule at this time; however, we are working on the assumption of a January to March completion of the building and a spring opening. This month we installed a new VOIP phone system at Franklin, which we will be able to move to the new location when it opens. We have been promoting the new branch at various community and school events and have received positive feedback as excitement for the library grows. Sheri Monaco and I have put in many hours on this project, and the final product is going to be outstanding!



Maureen Baker Wilkinson

Library Director