

WARREN COUNTY LIBRARY

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

Patricia A. Rokosz, Chairperson
Alice A. Mollitor, Vice-Chairperson
Virginia R. Rutledge, Recording Secretary
Marilynn A. Barone
Henry A. Newbold

Regular Session – November 16, 2017

The Warren County Library Commission met in regular session at 5:30 p.m. on November 16, 2017 in the Library Headquarters at 2 Shotwell Drive, Belvidere, New Jersey.

The meeting was called to order by Vice-Chairperson Alice A. Mollitor and upon roll call, the following members were present:

Present: Marilynn A. Barone Alice A. Mollitor
 Henry A. Newbold Virginia R. Rutledge

Absent: Patricia Rokosz

Administration: Meryl Barny-McGinley, Administrative Secretary

Vice-Chairperson Alice A. Mollitor 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 September 28, 2017 regular session vote were approved. On motion by Ms. Barone, seconded by Ms. Rutledge, the Minutes of the September 28, 2017 executive session were approved with all in favor.

Communications – None.

Public Comment – None.

Old Business – None.

Director's Report - Report is attached.

New Business –

Resolution No. 2017-24

A date was discussed and set for the Reorganization Meeting.

On motion of Alice Mollitor, seconded by Henry Newbold, the following resolution was by unanimous vote adopted by the Warren County Library Commission at a meeting held on November 16, 2017.

RESOLUTION TO HOLD THE ANNUAL REORGANIZATION MEETING ON THURSDAY, JANUARY 4, 2018 AT 5:30 PM TO BE IMMEDIATELY FOLLOWED BY THE REGULAR MEETING.

Be it hereby resolved by the Warren County Library Commission that the annual reorganization meeting will be held at 5:30 pm on Thursday, January 4, 2018, to be immediately followed by the regular meeting.

Resolution No. 2017-25

On motion of Virginia Rutledge, seconded by Marilyn Barone, the following resolution was by unanimous vote adopted by the Warren County Library Commission at a meeting held on November 16, 2017.

RESOLUTION TO APPROVE, FOUR (4) SATURDAY CLOSINGS FOR 2018, IN ACCORDANCE WITH RESOLUTION 2016-12, VOTED ON BY EMPLOYEES, THE MAJORITY RULING.

Be it hereby resolved by the Warren County Library Commission that the following are the four Saturdays chosen for closing in accordance with Resolution 2016-12.

- 3/31/18 Easter
- 5/26/18 Memorial Day
- 9/1/18 Labor Day
- 11/24/18 Thanksgiving

Executive Session:

Resolution No. 2017-26

On motion of Ms. Mollitor, seconded by Mr. Newbold, at 6:15 pm, the following resolution was by unanimous vote adopted by the Warren County Library Commission at a meeting held on November 16, 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:

Matter relating to: a confidential/personnel matter

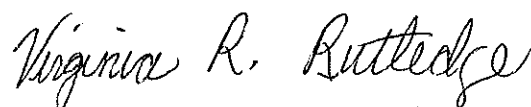
BE IT FURTHER RESOLVED, that the Library Commission shall disclose to the public, as soon as practicable, the contents of the discussions after the final disposition of the matter discussed.

Adjournment

There being no further business for the regular session, on motion of Ms. Rokosz, seconded by Mr. Newbold, the regular meeting adjourned at 6:15 p.m.; the executive meeting adjourned at 6:30 pm, motion carried unanimously.

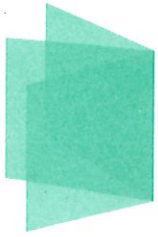
The reorganization and regular meeting is scheduled for Thursday, January 4, 2018 at 5:30 p.m.

Attested to:



Virginia R. Rutledge, Recording Secretary

VRR/mbm



WARREN COUNTY LIBRARY

November 2017 Directors Report

Construction of the new branch is progressing. Over half of the windows are now in place. While we were not able to get in the building this week (crews were working outside) we were able to see the framework for walls. As winter weather sets in, exterior work on the building will become impossible, and the timetable for this work may be the determining factor as to when we can open.

I have been reviewing bid documents for the library furniture and shelving. This bid will not include office furniture and Lilliput Playhouse furniture. The text will be amended and sent to the County Purchasing Department by next week. We plan to have the furniture will go out to bid before the end of the year.

We have signed contracts for the RFID equipment for the new building. Staff will begin tagging the library materials after receiving training. We had waited to start tagging books until we completed checking the collection for additional items to remove.

I asked for staff input on two products: BrainHQ and Mosio. Staff was sent an email with links to product video demonstrations and an anonymous survey where they could provide information. The survey participation was low for both products. However, those who participated in the survey were positive. We will do a free two week trial of Mosio to determine if it will meet our needs.

We are in the process of reorganizing the Headquarters Branch to deal with staffing issues. The new manager, Jenny Sidie, is weeding the adult non-fiction area and will be shifting the collection so we can remove shelving to make space for the public computers on the lower level of the library. We have installed electric and data in this area in preparation for the installation of the computer workstations. We will also relocate the photocopier and scanner/fax machine to the lower level. One of the self-checkout stations will be removed to make room for the equipment.

I am completing the library budget request for 2018. The budget will include recommendations to address the inability to hire librarians, an additional staff member for the new branch, as well as budgeting for services (utilities, cleaning, lawn services and snow removal) for the new library. I have requested a budget for an opening day collection for the new branch to ensure we have sufficient resources for the larger space. We will utilize CollectionHQ data to help identify the type of resources we may need for the new building. We will also be requesting capital money for renovations to the Catherine Dickson Hofman Branch that will be matching funds should we receive a Library Construction Grant, and for an automated locker system that could be installed in the Washington area to provide additional services to residents in that area once the Franklin location closes.

Maureen Baker Wilkinson
Library Director