

WARREN COUNTY LIBRARY

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

Regular Session – January 11, 2018

The Warren County Library Commission met in regular session at 5:55 p.m. on January 11, 2018 in the Library Headquarters at 2 Shotwell Drive, Belvidere, New Jersey immediately following the reorganization meeting.

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

Present: Alice A. Mollitor Patricia A. Rokosz
 Virginia R. Rutledge Marilyn A. Barone
 Henry A. Newbold

Administration: Maureen Baker Wilkinson, Library Director
 Jill Butcher, Assistant Director
 Meryl Barny-McGinley, Administrative Secretary

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. Rutledge, the Minutes of the November 16, 2017 regular session by unanimous vote were approved. On motion by Ms. Rokosz, seconded by Mr. Newbold, the Minutes of the November 16, 2017 executive session by unanimous vote were approved.

Communications – Maureen relayed a message from Rick Gardner to wish everyone a Happy New Year and wanted to acknowledge and thank the Library Commission the staff of the Libraries for their hard work and said he hopes to see everyone soon.

Public Comment - None.

Old Business - None.

Director's Report - Report is attached.

New Business - None.

Closing Public Comment - None.

Executive Session - Not required.

Adjournment

There being no further business, on motion of Ms. Rokosz, seconded by Mr. Newbold, the meeting adjourned at 6:35 p.m.; motion carried unanimously.

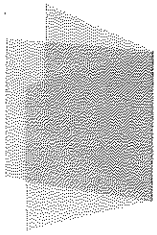
The next regular meeting is scheduled for Thursday, February 22, 2018 at 5:30 p.m.

Attested to:

A handwritten signature in black ink, appearing to read "Henry A. Newbold", written in a cursive style.

Henry A. Newbold , Recording Secretary

HAN/mbm



WARREN COUNTY LIBRARY

Directors Report - January 2018

We have started the reorganization of the Headquarters Branch. The public photocopier is now on the first floor, and the computers will be relocated later this month. Once the computers are moved, reference desk will no longer be staffed, and librarians will be assigned different jobs which will include virtual reference services and work with all branches.

With the changes at Headquarters, we have also started to relocate staff in branches. Some changes are to fill vacancies in facilities on a temporary or permanent basis, and others are to equalize the staffing hours in the branches. The changes have a domino effect, and we have had to move several people at the same time. We will be holding one vacancy open at Northeast on a temporary basis until we can hire a librarian who will work in that facility.

We have signed a contract to implement BrainHQ and DiscoverLocal software. I was able to negotiate some significant discounts on the programs saving \$2500. As with the staffing situation, one thing leads to another. While working through the DiscoverLocal implementation process, we learned that our catalog data might not work with their software in its current form. Our ILS (TLC) has an update that will solve this problem, however, it will have a significant impact on staff work (new circulation and cataloging software). We have been working towards this update with staff training but are not yet ready to make the switch.

The cold weather has stopped work on the exterior of the new branch, however, the interior work is progressing quickly. At the end of December, we had a walk-through with the contractor, to confirm locations of data and power and discuss placement of various placements of equipment. We learned at this meeting that the ceilings in the main part of the building were 10 feet, instead of the 11 feet we had previously been told. While this will not impact our shelving, we may need to modify the grocery playhouse (9' high), and we had to remove a sloped top from an area of shelving in the children's area to get the height we need for the painting donated in memory of Andrew Engborg. (The painting is 5' H x 7' W) Bid documents for the library furniture have been finalized and are ready to go out.

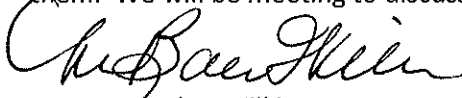
I have received pricing for new office furniture for the new branch, Headquarters, and Catherine Dickson Hofman Branch. The furniture for HQ and CDH is part of my 2018 budget request. By combining the orders, we are eligible for additional discounts and savings that will allow us to do the three locations for slightly more than two buildings.

We have accepted early delivery of the RFID hardware for the new branch in exchange for an extended maintenance contract. Franklin will begin tagging the collection later this month after they complete another weeding list.

We are still finalizing some non-furniture pieces for the library. I had initially selected a screen model for the meeting room, but am now considering different screen types that have properties that work

better in areas with ambient light. We will also need to select a projector based on the screen size and calculate where it will need to be mounted on the ceiling to fill the screen.

With the launch of BrainHQ in 2018, we are developing a Brain Training project that will work similar to our summer reading program with incentives for participation. Since many of our existing programs can fall under the Brain Training umbrella, staff may only need to reword descriptions to draw attention to them. We will be meeting to discuss ideas and implementation over the next weeks.

A handwritten signature in black ink, appearing to read "Maureen Baker Wilkinson". The signature is fluid and cursive, with the first name being the most prominent.

Maureen Baker Wilkinson

Library Director