

WARREN COUNTY LIBRARY

Warren County Library Commission
2 Shotwell Drive, Belvidere NJ 07823
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Regular Session – February 22, 2018

The Warren County Library Commission met in regular session at 5:30 p.m. on February 22, 2018 in the Library Headquarters at 2 Shotwell Drive, Belvidere, New Jersey.

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 Richard D. Gardner

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

Guest: Kelly Durkin, Librarian/Branch Manager, CDH

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 Ms. Rutledge, seconded by Ms. Rokosz, the Minutes of the January 11, 2018, Reorganization Meeting by unanimous vote was approved.

On motion by Ms. Mollitor, seconded by Mr. Newbold, the Minutes of the January 11, 2018, Regular session by unanimous vote was approved.

Communications – Two communications were included in this packet of information. The first one is a phone message dated January 19, 2018, from a woman named Debra Lundquist complimenting a staff member at our Franklin branch.

The second communication was a letter dated February 13, 2018 written by Marie Liston stating she was dismayed to find the library closed on both February 12th and February 19th. A reply was sent stating those are holidays according to the County Union contracts and that is why the County Library closed.

Public Comment - None.

Old Business - Will be included as part of the Director's Report.

Director's Report - Report is attached.

New Business - Subcommittee Report: The subcommittee met with the Blair Woman's Club regarding a letter they sent to the Library Commission Members and the Warren County Freeholders whereas they stated they are concerned and dismayed regarding limitation incurred to their group as to the use of the CDH meeting room. The current meeting room policy of 6 times per year has been in place since October 2013 but was not being strictly enforced at the CDH Branch before Ms. Durkin became the Branch Manager. Kelly Durkin reported on the use of the meeting room by the Blair Woman's Club, other community groups, and library. She presented statistics showing meeting room use since 2014.. Since CDH has followed the meeting room policy the use of the meeting room by community groups has dropped, however, the number of library events and public participation at events has dramatically increased. Statistics also show that the Blair Woman's Club is currently using the meeting room three times more than any other group. This additional use is the result of a partnership between the library, and Blair Woman's Club. The library is cosponsoring some events planned by the Blair Woman's Club when they meet the library programming objectives concerning education and community support. In these instances, the Blair Woman's Club is opening these meetings/events to the public, and the library is advertising the events to the public. Mr. Gardner stated that in addition to our sub-committee meeting and sending a letter to the Blair Woman's Club, he will also reach out to them.

Closing Public Comment - None.


Executive Session - Not required.

Adjournment

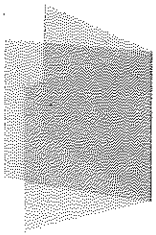
There being no further business, on motion of Ms. Mollitor, seconded by Ms. Rokosz, the meeting adjourned at 6:30 p.m.; motion carried unanimously.

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

Attested to:



Henry A. Newbold, Recording Secretary



WARREN COUNTY LIBRARY

February 2018 Director's Report

The contractor has started exterior work during this break in the weather. They are currently building the handicap ramp from the meeting room and have the footings in for the canopy. The grading of the site is underway and is expected to be complete in 2 weeks. Inside, the drywall is about fifty percent done and the electrical and network wiring installed.

Furniture bids (shelving, library furniture) are out. The furniture (wood) will take approximately 12 weeks for delivery, but shelving and commercially produced furniture will take less time.

The library budget has passed. There will be a public hearing on the County Operating, Open Space, County Library and Tax resolution at the Freeholder Meeting on March 14th.

We are finalizing our office furniture request (new Branch, CDH, HQ) will be ordering it in the next couple weeks. By ordering the furniture at the same time, we qualify for a 70% discount instead of 58% discount on the furniture (excluding chairs). Furniture will be purchased on State Contract and will not go out to bid.

The staff is learning how to use the Mosio: Chat, Text, Email service by practicing on our test servers. Staff alternate between roles as public (asking questions) and library employee (answering questions). We plan to launch the service to the public in March.

We have signed the contract for eCard (online registration with address verification regarding our service area). Initial testing indicated eCard was able to correctly determine whether an address was in or out of our service area. Our next steps include working with our ILS (Integrated Library Software), Library Solution (TLC) to determine how the data will transfer into our circulation system. We are the first Library Solution/TLC library to purchase this software. However, the company has worked with Library Solutions/CARL software. The expected June launch of the product will assist in the registration of new members in the southern part of the county.

We have sent a database extract to Demco for testing with the DiscoverLocal software. We have not heard whether or not they will be able to use the data. If they are unable to use the data, we may need to wait until we can upgrade our ILS. Since the upgrade will require additional staff training and

changes in workflow, we plan to do it after the opening of the new branch. There is no cost for the upgrade as it is part of our annual maintenance contract.

We are changing vendors for our online payments for library fines and fees. During the switch, we will not be able to offer the service. We are eliminating credit card and cash payments at the self-checkouts to reduce hardware and processing costs for accepting payments. Instead, we are investigating the feasibility of using in-house dedicated computers and tablets for online payment.

I have been working to get better financial tracking of expenditures in our general ledger and online book ordering system (OSA). These files have not matched, primarily since not all orders were put through our online ordering system and because of time lags with data entry. We are double checking all accounts and will be adjusting the balance in the online ordering system so that staff has better information on the status of their book budget encumbrances and expenditures.

Statewide interlibrary loan service is still not functioning as it should. The contractor who assumed the service in January has not been able to deal with the volume of work, and there are backlogs throughout the state. The contractor has given notice that they are backing out of the contract, and LibraryLinkNJ has gone out to bid for a new contractor. The timetable for a new contractor to start will mean that there will be no immediate resolution to the problem. As a member of the NJ Library Network Review Board, I have received many communications from libraries complaining about the delays in service. The board has had several online meetings this month and has scheduled another meeting in Trenton on Feb. 26th to discuss the interlibrary loan situation and other topics.



Maureen Baker Wilkinson
Library Director