



## WARREN COUNTY LIBRARY

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

### Regular Session – March 22, 2018

The Warren County Library Commission met in regular session at 5:30 p.m. on March 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

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

Absent: None

Guest: None

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. Rokosz, seconded by Ms. Barone, the Minutes of the February 22, 2018, Regular Meeting by unanimous vote was approved.

**Communications** – One communication was included in this packet of information. An email to Director Wilkinson from Mr. Clifford Ghetti questioning our Policy on “no refunds” if a “lost” book was paid for, but then found and returned. Ms. Wilkinson replied that the Policy had predated her and had been in place due to accounting practices not allowing refunds from desk funds. She said she would investigate it further, and look into a possible policy change to bring to the Commission.

**Public Comment** - None.

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

**Director's Report** - Report is attached.

**New Business** - There has been an issue with the snow plow contractor that is contracted for NE and CDH. Issues between NE and the contractor had become somewhat confrontational and the contractor called purchasing and threatened to quit. At this point in the season, it would create a problem trying to find another contractor to plow. Direct contact between the branch and contractor was restricted with the knowledge that a new contractor would be contracted for the next winter season.

Ms. Mollitor suggested that there is a 1-hour webinar that needs to be done as part of Trustee training, and if everyone was in agreement, they could arrange for this webinar to be done at the next months meeting. Everyone agreed that next month would be fine.

**Closing Public Comment** - None.

**Executive Session** - Not required.

### **Adjournment**

There being no further business, on motion of Ms. Mollitor, seconded by Mr. Newbold, the meeting adjourned at 6:45 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

HAN/mbm



# WARREN COUNTY LIBRARY

March 2018 - Directors Report

On March 14th, the Freeholders approved the library budget. Included in the budget, are funds to redo the staff areas at the Catherine Dickson Hofman Branch, Headquarters Branch and to purchase furniture for the new branch.

Our personnel requests were also approved, and I will be able to hire new librarians up to Librarian 4. This change will facilitate hiring two librarians to fill vacancies that have been open for two years. While we interviewed and found good candidates for these positions, we were unsuccessful in hiring due to the salary range offered. I have contacted a candidate that I previously interviewed and will be meeting them next week to discuss the position. I have also created new positions by abolishing some unfilled positions and will be adding some staff hours at both the Headquarters and Franklin Branch. These changes will bring the Headquarters staffing level in line with other branches, and provide some additional staff hours for the new branch.

The building project has geared up. The first coat of paint is complete, the drop ceiling and lights are installed (tiles must wait until fire inspection is complete), and the carpet installations begins at the end of this week. The exterior painting and installation of decorative stone on the facade have started, but progress is weather dependent. The property is being excavated and graded in preparation for the drainage and hardscaping of the lot.

We should be receiving shipping dates for all furniture later this week. While our furniture vendor is pushing for fast delivery dates, custom furniture takes 12 weeks to produce and deliver. Shelving normally requires an eight week lead time. Our order may take longer since our vendor had an influx of orders after a competitor went out of business.

We will meet with Alex Lazorisak later this week or next to set up the timetable for the move and opening of the branch. Once we have a timetable, I will begin ordering other equipment and furnishings to coincide when we have access to the building.

We launched Mosio at the beginning of the month. The staff has been doing an outstanding job handling the questions, and we are refining how we handle the work. We have averaged one inquiry per day, and most questions are general inquiries. (i.e., what are the library hours, how do I register for a program, or requesting books).

Maureen Baker Wilkinson

Library Director