

# WARREN COUNTY LIBRARY

Warren County Library Commission  
2 Shotwell Drive, Belvidere NJ 07823  
P: 908-475-6320 | [www.warrenlib.org](http://www.warrenlib.org)

## Regular Session – May 24, 2018

The Warren County Library Commission met in regular session at 5:30 p.m. on May 24, 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  
Virginia R. Rutledge    Marilyn A. Barone  
Henry A. Newbold

Absent: Patricia A. Rokosz

Administration: Maureen B. Wilkinson

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. Barone, the Minutes of the April 26, 2018 regular session vote were approved with unanimous agreement.

Correspondence – None.

Public Comment – None.

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

Director's Report - Report is attached.

New Business –

PROPOSED RESOLUTION TO AUTHORIZE CLOSURE OF THE FRANKLIN BRANCH AT 4:00 P.M. ON TUESDAY, JUNE 19, 2018 DUE TO THE GRADUATION CEREMONY FOR WARREN COUNTY TECHNICAL SCHOOL.

On motion of Mr. Newbold, seconded by Ms. Barone, the following resolution was by unanimous vote adopted by the Warren County Library Commission at a meeting held on May 24, 2018.

Resolution No. 2018-6

BE IT HEREBY RESOLVED that the Franklin Branch shall close to the public at 4:00 p.m. on Tuesday, June 19, 2018 due to the graduation ceremony for Warren County Technical School.

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PROPOSED RESOLUTION THAT THE FRANKLIN BRANCH SHALL BE OPEN TO THE PUBLIC FOR SUMMER HOURS AS FOLLOWS:  
MONDAY THROUGH THURSDAY - 9:00 A.M. TO 9:00 P.M.  
FRIDAY - 9:00 A.M. TO 6:00 P.M.  
SATURDAY – 10:00 A.M. TO 4:00 P.M.  
STARTING JUNE 20, 2018.

On motion of Mr. Newbold, seconded by Ms. Barone, the following resolution was by unanimous vote adopted by the Warren County Library Commission at a meeting held on May 24, 2018.

Resolution No. 2018-7

BE IT HEREBY RESOLVED by the Warren County Library Commission that the schedule specified above shall commence at the Franklin Branch on June 20, 2018.

**Adjournment**

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

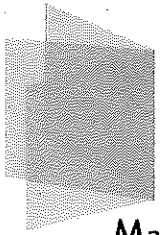
The next regular meeting is scheduled for Thursday, June 28, 2018 at 5:30 p.m.

Attested to:

A handwritten signature in black ink, appearing to read "Henry A. Newbold". The signature is written in a cursive style with a large initial "H".

Henry A. Newbold, Recording Secretary

HAN/mbm



# WARREN COUNTY LIBRARY

## May 2018 Director's Report

We are in the home stretch for the completion of the new library. Completion of the exterior work delayed due to wet weather, but final details on the interior of the building will be complete in the next few weeks. Carpet installation starts this week followed by a building cleaning and installation of window blinds. The shelving installation starts May 29th, and furniture deliveries will continue through June. We have been purchasing miscellaneous equipment, and furniture for the new branch and our Headquarters offices are currently full of equipment destined for the new building.

At this time we have no date for our grand opening. We will not be closing the Franklin Branch until we are closer to the opening date.

We installed new office furniture at the Catherine Dickson Hofman Branch. The County assisted with the installation by removing old furniture and scheduled an electrician to complete the wiring of the desk on the installation day. We moved three of the CDH desks to our Northeast Branch for installation in the second-floor office. The reorganization of the Northeast Branch office is necessary to make a space for Adam Petroski, our new librarian who will be working at the branch.

The Franklin Branch staff will be participating in ParkFest in Bread Lock Park on June 9th. The event will be a good opportunity to promote the new library facility. We will also be participating in WC Preservation day in September at the Roseberry House in Phillipsburg.

Our implementation of the eCard service (online registration, residency validation and standardization of content) is moving forward. However, we will not be able to move the content into our library software. The two companies are working together, and we expect that the full implementation will be possible next year. This partial implementation will still assist the Franklin staff who will be dealing with a high number of new registrations when the new location opens.

We have met with the architect hired to complete a study of the CDH Branch. He will complete a comprehensive plan for the building. The plan will include a reorganization of the floor plan, addition to the building, improved entrance off the parking lot, and building improvements (HVAC, roof, etc.) The plan and reports will form part of the application for NJ Library Construction Grant. Since the scope of the project will depend on matching funds, the plans and reports will allow for a partial or full renovation. I was able to secure financial assistance from LibraryLinkNJ (\$1500) to pay for a portion of the architect fees.

Debbie Mowrey, who is responsible for accounts payable for our library system will be retiring at the end of June. Meryl Barney-McGinley (Administrative Assistant) and Amy Rodriguez (Payroll) have volunteered to take on responsibility for this work on a trial basis. Amy had filled this role in addition to her payroll job when the job was vacant. Meryl has done accounts payable work for a former employer.

Jill Butcher, several branch managers and librarians, and I toured the distribution center for Baker & Taylor (book jobber) in Bridgewater. We saw the processing of library materials and toured the portion of the warehouse dedicated to CLS (Customized Library Services). Jill is currently working with Baker and Taylor on the implementation of CLS for Warren County Library. Once implemented, we will receive fully cataloged and processed library materials through this vendor. We anticipate a drastic reduction of staff time spent on these tasks, which will allow managers to utilize existing staff to work on services and programs directly related to customer service, staff programming related to STEAM and education, and community outreach. We will also reduce time spent paying this vendor through the reduction of vendor accounts (Our library system has the most B&T accounts in NJ) and by reducing the number of vendors we use for library materials. As a CLS customer, we receive higher discounts on library materials from B&T which offset a large portion of the additional costs for the CLS services.



Maureen Baker Wilkinson  
Library Director