

WARREN COUNTY LIBRARY

Warren County Library Commission
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Regular Session – September 27, 2018

The Warren County Library Commission met in regular session at 5:30 p.m. on September 27, 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 Marilynn A. Barone
 Henry A. Newbold

Administration: Maureen B. Wilkinson
 Jill Butcher

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. Barone, seconded by Ms. Rokosz, the Minutes of the June 28, 2018 regular session vote were approved with unanimous agreement.

Correspondence –

- Cory Booker letter
- Proclamation – Library Card Month
- Numerous press items regarding the opening of the new branch (Southwest)

Public Comment – None.

Old Business – Please see the September 2018 Director's Report.

Director's Report - September 2018 Director's Report is attached.

New Business – New Jersey Library Trustee Institute Conference being held October 27, 2018. Henry Newbold offered to attend as our representative.

There was a discussion about offering Educator membership cards to include educators from public schools within our service area, regional public high schools that serve students in our service area and teachers at preschools in our service area and served by our bookmobile who do not reside in the library service area. Proof of current employment as an educator at the school would be required. Educator cards would expire on August 31 each year. Schools eligible for educator cards would be listed in the membership policy. A motion was made to Amend the Membership Policy as it pertains to Educators.

Resolution No. 2018-8

On motion of Henry Newbold, seconded by Virginia Rutledge, a resolution was by unanimous vote adopted by the Warren County Library Commission at a meeting held on September 27, 2018.

RESOLUTION TO AMEND THE MEMBERSHIP POLICY TO INCLUDE EDUCATORS THAT DO NOT RESIDE IN THE LIBRARY SERVICE AREA. (ATTACHED)

Be it hereby resolved by the Warren County Library Commission that the attached amendment to the Membership Policy be adopted, effective immediately.

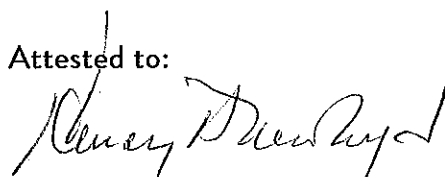
Adjournment

There being no further business, on motion of Ms. Mollitor, seconded by Ms. Rokosz, the meeting adjourned at 7:00 p.m.; motion carried unanimously.

Due to a time conflict, the October Commission meeting is being canceled.

The next regular meeting is scheduled for Thursday, November 15, 2018 at 5:30 p.m and will be held at the new Southwest Branch.

Attested to:



Henry A. Newbold, Recording Secretary



WARREN COUNTY LIBRARY

September 2018 Directors Report

The Southwest Branch opened to the public on August 1st and celebrated their Grand Opening on September 22nd.

The Freeholders announced that the library would open on August 1, and we were determined to make it happen. There were, however, issues that made this opening more difficult than previous library building projects. While the building was finished, the site work was not. Deliveries and moving dates were rescheduled to work around site work such as grading, paving and painting lines. Problems with the production of furniture (and a small fire in one factory) delayed the delivery of furniture. Items scheduled for June delivery arrived in July. Major pieces, such as the circulation and children's desk, required electrical and data wiring and were among the last pieces to be installed. Verizon did not complete the phone and data installation, which pushed back the installation of computer systems and fire inspections.

We were however fortunate that we had a team of people who were committed to getting the project completed on time. Alex Lazorisak, (Public Works Director/Deputy County Administrator), Stew Fife (Library Interiors) and North Star Construction each juggled dates, pushed suppliers and kept their part of the project on track.

The SW staff were amazing, working long hours to set up the new branch, learning how to use equipment, troubleshooting problems, and planning programs and the opening day and grand opening events. Some staff volunteered to work an 18 hour day (we finished at midnight) to work with the moving company to get the last loads of library material on the shelves. (Thank you, Debby Andersen, Erin Sobczak, Lydia Akehurst). Sheri Monaco, Branch Manager, was always there during those long days (including at least one Sunday) while we set up the library. Her leadership brought her team through this transition to this large and busy branch and ensured they were ready to meet the new challenges. Sheri was my sounding board, artistic eye, and partner through this building project and invaluable to the creation of this beautiful library.

Special thanks to the various staff members from other branches that helped on our opening day, Mark Stutzman (IT) who spend some very long days getting the computers, projectors, network, and other equipment working, and Jill Butcher, Meryl Barny-McGinley, and Amy Rodriguez who took care of "business" while I was busy with the new library.

Ginni Rutledge gave a wonderful speech at our Grand Opening. Thank you, Ginni,!

The new branch has been a huge success. Staff have registered (as of today) 1,739 new members and renewed 2,071 cards that had expired. Staff at other branches are helping the SW staff by entering the eCard membership application data into the circulation system.

Other news:

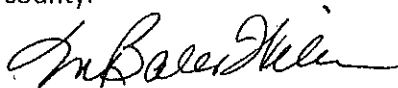
LibraryLinkNJ a non-profit agency (funded by State Library) that is contracted to provide interlibrary loan delivery, training, and special start-up/initiative grants (such as our website redesign, architect fees) may be closing due to lack of funding. The State Library funding, and therefore LLNJ funding has been frozen for many years, and rising costs of delivery service have put them into a \$370,000 budget deficit. They have billed libraries to help offset this deficit, however, they are only able to bill each library a maximum of \$500. I have been invited to attend a special meeting in October with the State Library & LLNJ to discuss the future of LLNJ.

Our DiscoverLocal implementation has been in limbo for the past year. We have repeatedly contacted the company and have learned that all software implementations are "on hold." I responded that if they were not able to fulfill their obligation on our contract, that we would require a refund. We have been contacted this past week by a new product manager who is responsible for implementations and restructuring their business. We have been asked to become part of the Beta testing (we agreed) and have been offered a full year of the product at no cost. We have our first phone meeting about the project tomorrow.

Starting in October, our professional staff will begin to purchase library materials for all branches, using our ESP service for recommendations for purchasing. The goal is to improve the return on investment by ensuring we purchase items that will be used by our community and in sufficient quantities to meet the anticipated demand. In conjunction with this change, we are now ordering fully cataloged and processed library materials which will reduce/eliminate the need for branch staff to do any additional work when they receive an order. We are simplifying our accounts payable processes with the reduction of Baker & Taylor accounts used for ordering library materials from over 100 to just 4. This project has been the responsibility of Jill Butcher, who has worked with our vendor and staff to make this transition seamless. The project touched many facets of our library operations, and she has done an outstanding job managing all the details and testing processes to make this a reality. Thank you, Jill!

We have been establishing new task groups to work on the improvement of services. One of these groups is responsible for training and core competencies and is working on an in-service day in January, and the other is looking at evaluating our current programming endeavors and the development programs and system-wide events.

We have established librarians in all branches, and I will begin advertising to fill the remaining librarian vacancy. The public is using our online chat/text service more often, and we have been able to answer many questions relating to SW and the services we offer. The eCard service is featured on our Google Business information and is generating a steady number of applications from residents across the county.



Maureen Baker Wilkinson
Library Director