

WARREN COUNTY LIBRARY

Warren County Library Commission
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Regular Session – November 15, 2018

The Warren County Library Commission met in regular session at 5:30 p.m. on November 15, 2018 in the Library Southwest Branch at 404 Route 519, Stewartsville, New Jersey. Due to a very serious snow storm, all Commission Members joined via conference call, while Maureen was physically present at the Southwest Branch.

The meeting was called to order at 5:30 p.m. by Chairperson Alice A. Mollitor and upon roll call, the following members were present:

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

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 Henry A. Newbold, seconded by Patricia A. Rokosz, the Minutes of the September 27, 2018 regular session vote were approved with unanimous agreement.

On motion of Patricia A. Rokosz, seconded by Marilyn A. Barone, the following resolution was by unanimous vote adopted by the Warren County Library Commission at a meeting held on November 15, 2018.

RESOLUTION TO AUTHORIZE ALL BRANCHES BE CLOSED TO THE PUBLIC ON FRIDAY, JANUARY 11, 2019 FOR STAFF INSERVICE TRAINING.

Resolution No. 2018-9

BE IT HEREBY RESOLVED with unanimous agreement by the Warren County Library Commission that the branches of the Warren County Library close to the public on Friday, January 11, 2019 to allow all staff to attend in-service training.

On motion of Henry A. Newbold, seconded by Patricia A. Rokosz, the following resolution was by unanimous vote adopted by the Warren County Library Commission at a meeting held on November 15, 2018.

RESOLUTION TO HOLD THE ANNUAL REORGANIZATION MEETING ON THURSDAY, JANUARY 3, 2019 AT 5:30 PM TO BE IMMEDIATELY FOLLOWED BY THE REGULAR MEETING.

Resolution No. 2018-10

BE IT HEREBY RESOLVED with unanimous agreement by the Warren County Library Commission that the annual reorganization meeting will be held at 5:30 pm on Thursday, January 3, 2019, to be immediately followed by the regular meeting.

Public Comment – None.

Old Business – Please see the November 2018 Director’s Report.

Director’s Report - November 2018 Director’s Report is attached.

New Business – None.

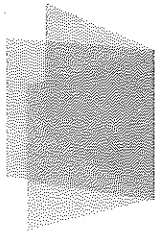
Adjournment

There being no further business, on motion of Alice A. Mollitor, seconded by Henry A. Newbold, the meeting adjourned at 5:45 p.m.; motion carried unanimously.

The next regular meeting is scheduled for Thursday, January 3, 2019 following the reorganization meeting at 5:30 p.m and will be held at the new Southwest Branch.

Attested to:

Henry A. Newbold, Recording Secretary



WARREN COUNTY LIBRARY

November 2018 - Directors Report

Circulation at the Southwest Branch remains the highest in our library system, and new memberships are 138% higher than the Northeast Branch that registered the second highest number of new members. The branch has settled into a rhythm as staff and public become more familiar with the building and services at the branch. We continue to have inquiries about membership from people outside of our service area, however we have only had 12 memberships purchased.

Cindy Seelig, our Northeast manager, retired effective November 1st. Cindy worked at the library for 28 years and was a strong advocate for the new branch location. She was able to mobilize and organize the community to move the library to its new location, resulting in an NJLA award to their Friends group. Adam Petroski, has assumed the role of manger of the facility.

We continue to fine tune issues related to the ordering, processing and invoicing. With the shift in responsibility and method of ordering, some major new titles were not ordered resulting in a number of complaints from the public. When items were identified, we quickly ordered them. We are back on track with our purchasing after this transition time.

As part of the changes to ordering, we are also looking at our collection development strategy including how we deal with requests from our members. The goal is to reduce the number of DOA (dead on arrival) books we purchase (books that circulate 0 to 1 time in 18 months) and to look at areas of our collection that are overstocked. In the past, requests for a new title generally resulted in the item being purchased. In some cases, this method of patron driven collection development resulted in large collections of material in a branch that exceeded the needs of the branch. We will now be evaluating each requested item, against the needs of the library branch and system, and limiting the number of items purchased at the request of a member.

Our programming task group is looking at current practices, and formulating new strategy and standards for the future. Evaluation of current programs, development of new programs, system wide celebrations and events, promotional materials and publicity are just a few of the topics that will be discussed at this system wide group. As with our collection development strategy, we are looking at quality over quantity and expanding the type of programming to appeal to a wider audience.

On January 11th, we are planning an in-service day for staff. The day is being planned by our Staff Development Team who are also working on core competencies for staff. The day will be used to provide specialized training on library resources, emergency preparedness and some team building activities. (Action: Resolution to approve closing to the public)

BrainHQ is here! As you may recall, we began this journey last year, but we discovered that the service provider was unable to deliver the product. They have been restructuring their business and staffing and have finally set up this service for us. Access will be provided through our website later this month, however we have given advance access to staff members for training purposes.

The other product we purchased from this company, DiscoverLocal, is not available yet. We are going to be working with the company on beta testing of the product and anticipate doing testing over the next

couple months. As beta testers we will get an extended initial subscription and discounts on the product.

I met with the Director of the County Senior Services Department to discuss ways we could cooperate to promote and provide services to our older population. We will be hosting various programs organized by their department, and we will be expanding our homebound service to people that use the senior centers in the county. (They will be able to pick up their books when they visit the center.) We will also determine if we can piggy back off some of their meal delivery services to deliver books to people using our homebound service. We currently serve over 70 people, and we are requesting a new position in the budget to take care of this service.

I continue to meet as part of the task force discussing strategies for LibraryLinkNJ. The outlook remains dim, and much of the discussion centers on what will continue should LibraryLinkNJ be dissolved, and which agency (State Library, NJLA) will do it.

A handwritten signature in cursive script, appearing to read "Maureen Baker Wilkinson".

Maureen Baker Wilkinson
Library Director