

# WARREN COUNTY LIBRARY

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

## Regular Session – February 28, 2019

The Warren County Library Commission met in regular session at 5:30 p.m. on February 28, 2019 in the Library Headquarters Branch at 2 Shotwell Drive, Belvidere, New Jersey.

The meeting was called to order by Recording Secretary Henry Newbold and upon roll call, the following members were present:

Present: Henry A. Newbold  
Marilynn A. Barone  
Patricia A. Rokosz

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

Recording Secretary Henry Newbold 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 January 3, 2019 Reorganization meeting were approved, motion carried unanimously.

On motion by Ms. Rokosz, seconded by Ms. Barone, the Minutes of the January 3, 2019 regular session, were approved, motion carried unanimously.

Communications – None.

Public Comment - None.

Old Business - None.

Director's Report – Please see Director's Report attached.

New Business - None.

Closing Public Comment - None.

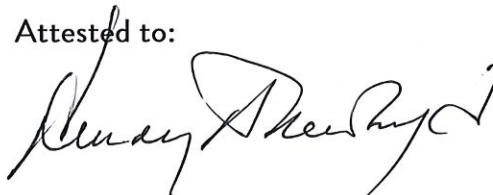
Executive Session - Not required.

### Adjournment

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

The next regular meeting is scheduled for Thursday, March 28, 2019 at 5:30 p.m. at the Headquarters Branch.

Attested to:

A handwritten signature in black ink, appearing to read "Henry A. Newbold", written in a cursive style.

Henry A. Newbold, Recording Secretary

HAN/mbm



# WARREN COUNTY LIBRARY

## Directors Report – February 2019

Our staff development Day on January 11 was both educational and provided a good opportunity for staff to interact. The Prosecutors Office provided “Active Shooter” training and NAMI provided speakers to discuss appropriate responses to persons experiencing mental health crisis. Small group training and discussion was held in both morning and afternoon on using databases, coding, programming, Cloud Library, tech basics and the reference interview. Kelly Durkin, Branch Manager at the CDH Branch planned and coordinated the day and did an amazing job. I have heard from many staff members that the in-service day was both educational and fun.

The Collection Development has been working through issues related to our new system of ordering books. Ordering is going smoother, and staff are generating order for the library system on a regular basis. Issues with the processing of library materials are mostly resolved, and orders are being received in a timely manner. Jill Butcher, Assistant Director continues to work with our ILS (TLC) and Baker & Taylor on issues with the invoicing of materials and issues with how information is transferred between the pieces of software. The batch uploading of new library records is going smoothly and staff is pleased with the quality of the records. Books and media are arriving shelf ready and staff need only mark them as “new” before putting them into circulation.

The “Lucky Day” collections seem to be popular. Items on shelves are taken quickly which means that there are few items on the shelves at any given time. As the collection grows, we anticipate that the shelves will have more items to choose from. We did receive one question from a member who questioned why he did not get a DVD (he was at the top of the list) when there was a copy sitting on the “Lucky Day” shelf at a branch. Once it was explained (Lucky Day items cannot be reserved, they are available on a first come basis) the member was satisfied.

LibraryLinkNJ will continue to operate next year. They are still seeking additional funding, but will also be reducing staff and some services to libraries. I will be attending a meeting of the Network Review Board (as appointed member), Statewide Services Review Committee and LSTA Advisory Council on March 28th to discuss the priorities of NJ library services provided through the NJ Library Network fund that are administrated through the State Library (and LibraryLinkNJ). The meeting is the same day as the Commission meeting, however I anticipate that I will be back from Trenton in time for the meeting.

Kelly Durkin and I met with the architect regarding plans for the CDH Branch. We discussed issues with initial drawings. The regulations regarding the construction grant are being reviewed by the State and at this time there is only very general information and no date for the release of the application.

On March 23, Warren County Library will participate in the 5th annual New Jersey Makers Day. Our library has participated in this event for all five years that it has been held, and each year attendance is higher. Plans for this event have been in the works for many months and it is sure to be our best Makers Day ever! Each branch will offer different activities so families may wish to visit multiple

branches. Parking can be an issue at our smaller branches because of the size of the parking lots. Staff carpool to free up parking for the public.

Staff is evaluating existing programs and their attendance with the goal of eliminating programs that are not being attended and free resources (staff and space) to try new programs. Feedback has been mixed with a few people upset that a program was cancelled, while staff report success with many of the new programs. In one branch, a storytime that was rarely attended (and usually only one family) has been replaced with sensory, STEM, and other storytimes on a different day that are being well attended. We are also encouraging people to register for programs, so we can better prepare for events and gauge the attendance in the program. As part of the registration process, people can opt to receive reminders of the upcoming program which also improves attendance.

The resolution to approve the library budget was introduced last evening at the Freeholder meeting. Final approval for the library/county budget will go before the Freeholders on March 28th.

I am preparing the State Aid Application for submittal in March. The State Aid for our library is about \$37,000 annually.



Submitted by

Maureen Baker Wilkinson

Library Director