



WARREN COUNTY LIBRARY

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

Regular Session – April 25, 2019

The Warren County Library Commission met in regular session at 5:30 p.m. on April 25, 2019 in the Library Headquarters Branch at 2 Shotwell Drive, Belvidere, New Jersey.

The meeting was called to order by Chairperson Alice Mollitor and upon roll call, the following members were present:

Present: Alice Mollitor, Virginia Rutledge
Henry Newbold
Patricia Rokosz

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

Guest/Public: None

Chairperson Alice 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. Rutledge, the Minutes of the March 28, 2019 regular session, were approved, motion carried unanimously.

Communications – None

Public Comment – There were no new public comments, but as a follow up to last month, Ms. Mollitor stated that she sent an email to Ms. Michele St Andre with the North Warren Garden Club letting her know that a committee has been formed and will be reviewing the current Meeting Room policy.

Old Business - None

Director's Report –

Please see attached Directors Report dated April 2019.

New Business - None.

Closing Public Comment - None.

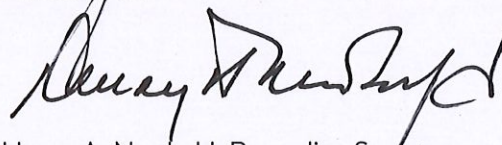
Executive Session - Not required.

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.

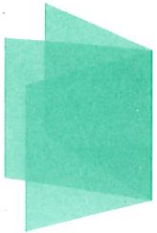
The next regular meeting is scheduled for Thursday, May 23, 2019 at 5:30 p.m. at the Catherine Dickson Hofman Branch.

Attested to:

A handwritten signature in black ink, appearing to read "Henry A. Newbold". The signature is written in a cursive, somewhat stylized font.

Henry A. Newbold, Recording Secretary

HAN/mbm



WARREN COUNTY LIBRARY

Directors Report - April 2019

Our Southwest Branch was featured on PBS39 for their "Read to a dog" program. This is the second month in a row that the news station visited our branch. Library Assistant Lydia Akehurst did an excellent job when interviewed for the video.

I met with Robert Sidie, Director of Warren County Information Systems to discuss working together to achieve specific technology goals. I have requested an evaluation of our network security and structure and development of a technology plan that will include a schedule for hardware and software replacement and upgrades. We also discussed additional areas where the county could help with technical support (phones, IT support); however, these will not be areas we will be moving on this year.

Kelly Durkin, (CDH) and I reviewed the latest drawings for the building project which incorporate several of our recommendations. Kelly and I have given the OK to the building plan. We have, however, asked to meet to discuss the relocation of the entrance. The entrance is currently at the end of the building (near the fence), and we have concerns that it will not be very visible. We are still not happy with the furniture layout, but it is probably adequate to use for budgeting for furniture.

We met today with representatives from Midwest Tape to discuss the increasing use and cost of our streaming service "Hoopla". The projected costs for the service this year is \$38,000. Enclosed in the Commission package are reports regarding the use. Of particular note is the high percentage of items that are used once (74%) or twice (15%). Our library could not afford to purchase these items and make them available to our members (estimated costs to purchase \$288,000). Purchasing these items could not be justified under our current collection development goal to reduce the number of physical items that are considered "dead on arrival" (one circulation or less). Funding for this service will be discussed at our Collection Development Committee meeting and we will be meeting with Midwest Tape representatives in May to look at ways we could control the cost of the service.

The new staff positions approved in our 2019 budget were advertised on the County website, however, we have not received applications for two of the part-time positions. We have the County to post the positions again and we will be mentioning the jobs in the library newsletter this month. I will be discussing our student assistant hours with branch managers with the possibility of reducing their hours of work. The minimum wage will be increasing to \$10 in July and will be increasing to \$12 by 2021. It is expected that the Unions representing our employees will be negotiating for similar increases, and our budget has not increased over the last few years.

Submitted by
Maureen Baker Wilkinson
Library Director