

Public Comment – None

Old Business - Jill Butcher updated the Commission on the work of the Policy Committee. Ten existing policies are being revised, and several new policies being drafted, such as an ILL policy, a Maker Space Policy and a Program Policy. The Patron Behavior Policy is being renamed Code of Conduct, and the Minor Patron Policy is being renamed the Safe Child Policy. Once the revisions, and drafts are done, they will go to the Team Leaders for review and comment. They will then go to the County Attorney for review before being brought to the Commission for examination.

Director's Report –

Please see the attached Directors Report dated September 2019.

New Business - Maureen discussed the renewal of the Open Borrowing Agreement that allows our members to use 75 different libraries. The reciprocal borrowing agreement allows in-person borrowing of print and AV materials that are on the shelves at the lending library. Special resources such as Museum passes and online databases and eResources are not available for Open Borrowers. Currently our members borrow more materials from MAIN (Morris Automated Information Network) than they borrow from our libraries. Hackettstown Library has joined MAIN and will be part of the new reciprocal borrowing agreement. Maureen noted that Hackettstown has full access to the resources of MAIN and did not anticipate that their inclusion in Open Borrowing will adversely affect our library system.

Alice Mollitor made a motion to renew membership in Open Borrowing with MAIN. Marily Barone seconded the motion. The motion was approved unanimously.

Maureen has been investigating how to make the Library more sustainable. (Sustainability flyer included in packet) Sustainability requires that the library work towards being environmentally sound, economically feasible and socially equitable. She is also planning a program based on a PBS video called "American Creed"

<https://www.pbs.org/show/american-creed/>

as a way to discuss our values as Americans and provide a forum for community conversations. A trained moderator would be hired to lead to conversation.

Closing Public Comment - None.

Executive Session - Not required.

Adjournment

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

The next regular meeting is scheduled for Thursday, October 24, 2019, at 5:30 p.m. at the Headquarters Branch.

Attested to:



Henry A. Newbold, Recording Secretary

HAN/mbm

After the meeting adjourned, upon leaving the conference room, we were approached by approximately 8 members of the public. At the initial querying, there were no members of the public present. The group included some of the same attendees that came to the Commission Meeting at CDH on May 23rd. They came to reiterate their objections for the DQST and wanted to make sure that the DQST would not be rescheduled. They stated that if it was rescheduled, there would be a protest.

Public comment ended at approximately 6:45.



WARREN COUNTY LIBRARY

Directors Report - September 2019

Summer Reading participation was higher than in 2018, primarily due to the Southwest Branch. Southwest Branch was closed in July last year, so they did not participate in what is usually the busiest part of the summer. While the Southwest Branch was closed, many Franklin members used the Headquarters Branch.

We are proceeding with the purchase of an app for the library. We will be able to pay for the app with money which was refunded when the DiscoverLocal vendor was unable to provide the promised service. Our staff has been able to test the library apps created by Capira and have talked to several other libraries about their experience with the company. Somerset County and Sparta Library use this vendor.

Northeast Branch has completed the RFID tagging of their collection. The hardware is on order and we expect delivery mid-October and installation by the end of the month. Northeast will have the same self-checkout kiosk as the Southwest Branch. Catherine Dickson Hofman will begin tagging by the end of the year.

We have been working with Library Interiors on the final floor plan for the construction project. While the footprint of the branch will be larger after the construction, the additional space is largely "people" space (meeting & study rooms, makerspace) rather than space for the collection. This use of space aligns with the general direction for new library construction since many of our collections (music CDs, DVDs, and Audiobooks on CD) will be disappearing as streaming services increase in popularity. We have designed the interior of the building to be flexible (open floor plan, areas defined with shelving rather than walls) to allow it to adapt with these changes to our collections and space needs. We have looked at local demographics and are attempting to align the collection space to the needs of the community. We are currently reducing the size of the children's collection to reflect the decreasing population in this age range. (CDH had one of the largest picture book collections) Staff is weeding items that have not been used for many years by deleting items or moving them to the Southwest Branch where there is a higher preschool population.

CDH branch will be holding two stakeholders meetings to discuss community needs. We have hired a facilitator for the meetings. We will use the information from the meetings in our Construction Grant application.

On September 21st, the Southwest Branch celebrated its first year in their new building. Five hundred people attended the event. Activities included music, maker activities, face painting, and balloon animals. Local businesses (Shoprite, Chick-fil-A, and Wegmans) donated a feast that included cake, chicken "nuggets," sandwiches, cookies, and beverages. The branch set up a booth at the Greenwich Community Day (also on the 21st) and promoted both events. A partnership between the businesses and the library has developed. The branch has held pop-up storytimes at Chick-fil-A and Shoprite and is reciprocating by providing something to these generous community friends. The branch is planning to extend its pop-up storytimes to other locations in the community.

The cost to maintain the landscaping at the Southwest Branch has been high. We did not pay for edging or mulching the beds, however we had to do weeding. Once we got the overgrown beds back to a point where the plantings could be distinguished from the weeds, we reached out to the Warden at the WC Correctional Center to ask if CLAP (County Labor Assistance Program) workers could assist with the maintenance of the landscape (not lawn cutting). They have agreed to assist as much as possible, however they have other commitments and are generally quite busy in the summer months. The cost of the landscaping will need to be addressed with the County as part of the 2020 budget.

The library participated in National Voter Registration Day on September 24th. We partnered with the Election Board for basic instructions and provided information and forms to the public. While we didn't distribute many (numbers are not in yet) forms, we are keeping displays up for a time. Participation has increased staff awareness of our role in voter registration (libraries must have the forms) and we have formed a better partnership with the Election Board.

This month staff will be attending online workshops on Marketing Library Collections and one on Sensory Story Times. We are purchasing a group license for these workshops and will be receiving a recording of the workshop allowing us to extend this training to all staff.

In November we are partnering with MAIN, Hunterdon County, Sussex County, and Sparta to bring customer service training to our staff. There will be two different workshops. One workshop is for front line staff ("I love this place!" Practical lessons in customer service), and one is for supervisors. (Customer Service from the Supervisor's Point of View)

Members of the management team will be visiting East Brunswick Library to look at the Comprise time/print management system. (Controls access to public PCs and printing). We will have the opportunity to speak to their staff and get feedback on software performance. If the software meets our needs, we will be switching to this software by the end of the year. This software is lower priced than the current software we use and has lower annual maintenance fees.

	2019/2020 cost	Second-year maintenance cost	1 st and 2 nd -year costs
Current Vendor (Envisionware)	\$7,470.20 (includes installation)	\$2,004.00	\$9,474.20
New Vendor (Comprise)	\$4,466.40 (maintenance only)	\$4,466.20	\$8,932.40

The new software will include a mobile printing option that will allow the public to send print jobs to our libraries from their phone and laptop. The print jobs will be sent to the Cloud, and can then be printed at any of our branches (once they pay for the printing).

Jill Butcher and I attended a meeting of County Library Directors. The group decided to petition for the formation of a NJLA group for County Libraries. We also discussed incorporating so we can create a budget for shared projects (such as training), reciprocal borrowing agreements between counties, and the recent changes to licensing of eAudiobooks.

Jill and I also met with our customer service representative from CollectionHQ to review our progress and changes to our collection and its use. There has been significant improvement to the use of our collection and a reduction in the number of "Dead on Arrival" items. We will be attending a CollectionHQ user group meeting in November where we will have the opportunity to discuss the product and any concerns with company representatives and other libraries using the product.



Submitted by
Maureen Baker Wilkinson
Library Director