

WARREN COUNTY LIBRARY

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

Regular Session – October 24, 2019

The Warren County Library Commission met in regular session at 5:30 p.m. on October 24, 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
Marilyn Barone

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

Guest/Public:

Chairperson Alice Mollitor stated that notice of the meeting was properly advertised in the *Star-Ledger* and the *Daily Record*, and a notice was sent to the Warren County Clerk's Office.

Minutes

On a motion by Ms. Rutledge, seconded by Ms. Barone, the Minutes of the September 26, 2019 regular session, were approved, motion carried unanimously.

Communications – None

Public Comment – None

Old Business - None

Director's Report –

Please see attached Directors Report dated October 2019.

In addition to the written Directors Report, Ms Wilkinson apprised the Commission of ongoing issues with the Warren County Information Systems. Issues are related to unfilled orders from 2018 and orders not initiated or approved by the library appearing on the Freeholder agenda.

New Business -

For the record, per Resolution 2016-12, the Commission approved the four (4) Saturday closings for the 2020 calendar year, and per Resolution 19-2008, the Commission approved the 4:30 pm Eve early closings for Thanksgiving Eve, Christmas Eve and New Year's Eve for the 2020 calendar year.

Closing Public Comment - None.

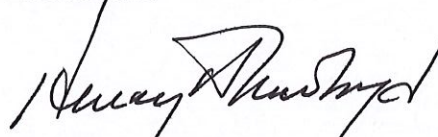
Executive Session - Not required.

Adjournment

There being no further business, on the motion of Ms. Mollitor, seconded by Ms. Barone, the meeting adjourned at 7:50 p.m.; motion carried unanimously.

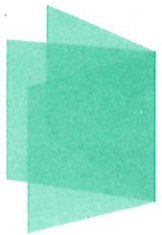
The next regular meeting is scheduled for Thursday, November 21, 2019, at 5:30 p.m. at the Headquarters Branch.

Attested to:



Henry A. Newbold, Recording Secretary

HAN/mbm



WARREN COUNTY LIBRARY

Directors Report October 2019

Northeast Branch is scheduled to go live with RFID today! The self-checkout was unboxed and moved to its installation place earlier this week, and Adam Petroski, Branch Manager, reports that there have already been people who have tried to use it.

We will be moving all items reserved for members to shelves by the self-checkouts to encourage a self-service model for checkouts. Staff will be taking people over to the shelves where they can pick up their items, and demonstrating how to use the self-checkout. The goal is to drive more traffic to the self-checkouts and reduce the number of staff needed for checkouts at the circulation desk.

The CDH Branch is currently tagging their collection, and we will install a self-checkout at their location when the tagging is complete. Self-service holds will not be implemented at CDH until we know the outcome of our application for the Construction Grant (application has not been released yet) and we install the security gates.

We held two meetings with community members at the CDH branch. Joanne Roukens (former Assistant Director, LibraryLinkNJ) was hired to facilitate the meetings. The summary of the conversations will be used for library strategic planning and the grant application. I plan to do similar meetings at the other branches in early 2020.

We are installing the wide-format poster print on November 1st at HQ Branch. The installation company will also do staff training on the same day.

We have purchased staff training on Sensory Storytimes and Social Media Marketing. There were many staff interest in this training, and we will have access to the webinar for future use. Sensory Storytime information is included in the Commission package.

The library will start lending book club and special interest kits in 2020. The book club kits will contain multiple copies of a book and materials to facilitate discussion. Each branch will be creating several special interest kits using materials they already own and some additional low-cost purchases. Suggestions for kits have included things like binoculars and bird-watching resources, stamps and scissors for scrapbooking etc. We will track the use of the kits and add more if they are popular.

Several managers visited East Brunswick Library to see the Comprise Time and Print Management software for public computers. The East Brunswick staff were very generous with their time, showing us the staff and public side of the software. Staff also had the opportunity to check out their Makerspace and kits.

I attended two meetings in Trenton this month. The Network Review Board meeting was my last, as I have served my maximum number of terms (2- two-year terms). The Statewide Services Task Force is a working committee convened by the State Librarian to help develop initiatives and strategic plans. This group will continue to meet approximately four times a year.

I have also been attending a Warren County Census Committee. The group is hoping to apply for a grant that can be used to promote the Census and will be working with Census staff to organize information sessions and events. Government agencies in the county (including libraries) receive funding dependent on census information.

I was asked to participate in a joint application (Warren, Sussex, and Morris) Workforce Development Grant that supports literacy (Literacy and Career Pathway Project). I have indicated our interest; however we will not meet the deadline for this year's grant. We have been asked to attend a meeting of the Board in November, and I plan to attend the meeting.



Submitted by
Maureen Baker Wilkinson
Library Director