



WARREN COUNTY LIBRARY

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

Regular Session – November 21, 2019

The Warren County Library Commission met in regular session at 5:30 p.m. on November 21, 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 Newbold
 Patricia Rokosz
 Marilyn Barone

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

Guest/Public:

Recording Secretary Henry Newbold 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. Barone, seconded by Ms. Rokosz, the Minutes of the October 24, 2019 regular session, were approved, motion carried unanimously.

Communications – None

Public Comment – None

Regarding the public, Ms. Rokosz stated she felt the conference room should be more open, transparent to the public, so we should be leaving the door open so if anyone is waiting outside the room, it will be more evident.

Old Business - None

Director's Report -

Please see attached Directors Report dated November 2019.

New Business -

The date of January 9, 2020 was discussed for the 2020 WCLC Reorganization Meeting, Regular Meeting to follow.

On a motion by Mr. Newbold, seconded by Ms. Barone, the date of January 9, 2020 at 5:30 p.m. was set for the Reorganization Meeting followed immediately afterward by a Regular session, were approved, motion carried unanimously.

Closing Public Comment - None.

Executive Session - Mr Newbold requested an Executive Session to discuss a confidential personnel matter to be disclosed at a future date.

Adjournment

There being no further business, on the motion of Mr Newbold, seconded by Ms. Barone, the regular meeting adjourned at 6:30 p.m. and went directly into an Executive Session; motion carried unanimously.

The next regular meeting is scheduled for Thursday, January 9, 2020, immediately following the Reorganization Meeting at 5:30 p.m. at the Headquarters Branch.

Attested to:

A handwritten signature in black ink, appearing to read "Henry A. Newbold", written over a horizontal line.

Henry A. Newbold, Recording Secretary

HAN/mbm



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Directors Report November 2019

This month staff attended "Customer Service" training in Mount Olive and Morristown. The training was organized by MAIN (Morris County), Sparta Library, and Sussex, Hunterdon, and Warren County Libraries. This workshop was our first cooperative project. The group has also entered into a joint purchase of two databases: Tumblebooks and Consumer Reports. The buying power of the group has reduced prices for these products. Our 2020 subscription of Tumblebooks is 25% less than our 2019 cost.

Our Northeast Branch is now using RFID technology for checkout of library materials. With the launch of self-checkout at NE, we moved library items on hold to public shelves. This change will facilitate the use of the self-checkout stations as an option for checkout. As part of the roll-out of this change in procedure, the staff is demonstrating how to locate their on hold items and using the self-checkout to check out the library materials. We have had some concerns raised by members over the change; however we have been able to reassure them that service will still be available at the circulation desk.

Our CDH Branch will be ready to move to RFID checkout in 2020, and we will install a self-checkout at that location as soon as the tagging of their collection is complete.

We will be working with the County to implement required network security. I have requested details about the security to begin looking at what will be needed to meet these standards. I received an email indicating I would receive this information, but to date have not received it. We have not received the laptops we ordered.

I have been speaking with the State Library about an ILS hosting service that they offer. The benefits of moving our library catalog to the State servers include internet redundancy, generators for power stability, and automated offsite backups. There is no cost for this service, and we would reduce our costs since we would no longer need to purchase and maintain a server.

I have been meeting with staff to discuss staffing levels in 2020. With the increase in minimum wage, we are reducing the number of hours for Student Assistants. We are also evaluating how we use other staff to ensure adequate coverage during peak hours. I have been discussing the changing roles of front line staff with our management team. Managers will be looking at current tasks, and we will be establishing new service models and training opportunities for staff.

Our Children's Services Team is implementing system-wide Sensory Storytimes starting in April (Autism Awareness Month). Each branch will be responsible for developing three Storytime kits for the library system. This program and the system-wide development of services is representative of the service model we are establishing.

Submitted by
Maureen Baker Wilkinson
Library Director