



# WARREN COUNTY LIBRARY

Warren County Library Commission  
2 Shotwell Drive, Belvidere NJ 07823  
P: 908-475-6320 | [www.warrenlib.org](http://www.warrenlib.org)

## Regular Session – January 9, 2020

The Warren County Library Commission met in regular session at 5:50 p.m. on January 9, 2020, in the Library Headquarters Branch at 2 Shotwell Drive, Belvidere, New Jersey, immediately following the reorganization meeting.

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

Present:                      Alice A. Mollitor              Patricia A. Rokosz  
   Virginia R. Rutledge        Marilynn A. Barone  
   Henry A. Newbold

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

Chairperson Alice A. 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. Mollitor, seconded by Mr. Newbold, the Minutes of the November 21, 2019, regular session, by unanimous vote were approved, motion carried unanimously.

Communications – None.

Public Comment - None.

Old Business - None.

Director's Report –

Please see the attached Director's Report dated January 2020.

New Business - Library Policies

Jill Butcher, Assistant Library Director, presented six library policies for the consideration of the Library Commission. After reviewing the policies, the Commission requested changes to the draft Collection Development Policy and Interlibrary Loan Policy and will consider the revised policies at a future meeting.

Resolution No. 2020-5  
Library Policies

ON MOTION of Ms. Mollitor, seconded by Mr. Newbold, the following resolution was by unanimous vote adopted by the Warren County Library Commission at a meeting held on January 09, 2020, motion carried unanimously.

RESOLUTION TO ADOPT REVISIONS TO LIBRARY POLICIES AS FOLLOWS:

3D Printer Policy (revised)  
Homebound Services Policy (revised)  
Library Membership (revised)  
Museum Passes Policy (revised)

BE IT HEREBY RESOLVED by the Warren County Library Commission that the 3D Printer Policy, Homebound Services Policy, Library Membership Policy, and Museum Passes Policy, copies of all attached, are hereby adopted, motion carried unanimously.

Closing Public Comment - None.

### Adjournment

There being no further business, on motion of Ms. Mollitor, seconded by Ms. Rokosz, the meeting adjourned at 7:00 p.m.; motion carried unanimously.

The next regular meeting is scheduled for Thursday, February 27, 2020, at 5:30 p.m.

Attested to:



Henry A. Newbold , Recording Secretary

HAN/mbm



# WARREN COUNTY LIBRARY

Directors Report January 2020

The NJ Library Construction Bond Act Grant Application became available on January 5, 2020, and applications will be due not later than April 6<sup>th</sup>.

The state will release \$87.5 million (out of the \$125.million) for construction projects in the winter 2020 round of grants. There is no time frame for the review and awarding of the grants, and no information on subsequent grant rounds.

Kelly Durkin and I will be attending the required Technical Assistance webinar on January 22. I have started to enter application requirements into project planning software to ensure we meet milestones and prepare/gather required documents before the application deadline. The application will need to be approved by the Freeholders, as the official applicant for the grant.

The library budget hearing will be on January 15<sup>th</sup>. I have requested capital funding for a new van and matching money for the CDH construction grant. I have submitted a plan to reduce staffing costs (our largest budget line) that will ensure we have adequate staffing levels, better deployment of staff throughout the system, and training of staff to meet the changing needs of the library. The dedicated library tax is unchanged from 2019.

The Freeholders have asked for a budget estimate to operate the Washington Borough Library. There has been some discussion of a referendum in 2020 for the Borough to join the County library system.

This year will have some large technology projects that will impact our daily work.

We have completed the required paperwork for the implementation of our new time/print management software. We do not have a date for the switch-over at this time.

We have discussed the possibility of moving our ILS (TLC-Library Solution) to the state servers. I spoke with a library that had our ILS and moved to the servers, and they experience some issues with cataloging that required a workaround (VPN into the catalog). In our discussions with the State Library and TLC, they recommended upgrading our ILS to the newest version before moving the ILS to the State Servers. The latest upgrade is web-based and will not have the issue with cataloging. We reviewed the functionality of the upgrade, and feel that we can make the switch even though it is missing some functions that we currently use. In anticipation of the software upgrade, we have already completed some catalog clean-up. Staff who are involved in cataloging have already had some training, and we will be having them work

through the online training again, and give them access to the “sandbox” where they can use the software. We have fewer staff members involved with cataloging (since we are getting items cataloged and processed), which will make staff training easier. The biggest change for circulation staff will be the move to individual logins instead of branch logins.

There will be some benefits to our members with the new software. New features will include auto-renewals of library material, the ability to link/use your google account to access your library account, online borrower registration at the public access catalog (we will be able to configure to verify eligibility, whether they already have a card and have their information transferred into our circulation system), the ability to see the status of dependents accounts.

Staff is busy finalizing the design and content for the new library app. Once the design is approved, the vendor will begin to link our content with the app.

The new year also brought the computer equipment that we ordered in 2018. We have received several servers (used—but newer than some that we have) new microcomputers for staff, and laptops for managers. (although we did not get the number that we requested) These computers will be rolled out once we know what the county requires in terms of security. The new computers will have Windows 10, and updated Office products and there will be a need for staff training.



Submitted by:  
Maureen Baker Wilkinson  
Library Director