



WARREN COUNTY LIBRARY

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

Regular Session – February 27, 2020

The Warren County Library Commission met in regular session at 5:30 p.m. on February 27, 2020 in the Library Headquarters Branch at 2 Shotwell Drive, Belvidere, New Jersey.

The meeting was called to order by Vice Chairperson, Virginia R. Rutledge and upon roll call, the following members were present:

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

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

Vice Chairperson, Virginia R. Rutledge 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. Barone, the Minutes of the January 9, 2020 Reorganization meeting were approved, motion carried unanimously.

On motion by Ms. Barone, seconded by Mr. Newbold, the Minutes of the January 9, 2020 regular session, were approved, motion carried unanimously.

Communications – None.

Public Comment - None.

Old Business - None.

Director's Report – Please see Director's Report attached.

New Business - Policies

Circulation Policy:

ON MOTION of Patricia Rokosz, seconded by Marilyn Barone, the following resolution was by unanimous vote adopted by the Warren County Library Commission at a meeting held on February 27, 2020, motion carried unanimously.

RESOLUTION TO ADOPT REVISION TO LIBRARY Circulation Policy.

BE IT HEREBY RESOLVED by the Warren County Library Commission that the Circulation Policy, copy attached, is hereby adopted.

Interlibrary Loan Policy:

ON MOTION of Henry Newbold, seconded by Marilyn Barone, the following resolution was by unanimous vote adopted by the Warren County Library Commission at a meeting held on February 27, 2020, motion carried unanimously.

RESOLUTION TO ADOPT REVISION TO LIBRARY Interlibrary Loan Policy.

BE IT HEREBY RESOLVED by the Warren County Library Commission that the Interlibrary Loan Policy, copy attached, is hereby adopted.

Collection Development Policy:

ON MOTION of Henry Newbold, seconded by Marilyn Barone, the following resolution was by unanimous vote adopted by the Warren County Library Commission at a meeting held on February 27, 2020, motion carried unanimously.

RESOLUTION TO ADOPT REVISION TO LIBRARY Collection Development Policy.

BE IT HEREBY RESOLVED by the Warren County Library Commission that the Collection Development Policy, copy attached, is hereby adopted.

Closing Public Comment - None.

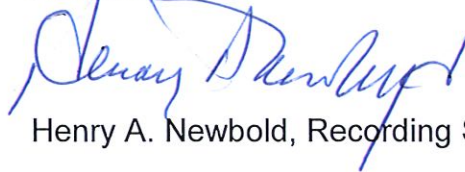
Executive Session - Not required.

Adjournment

There being no further business, on motion of Ms. Rutledge, seconded by Mr. Newbold, the meeting adjourned at 6:30 p.m.; motion carried unanimously.

The next regular meeting is scheduled for Thursday, March 26, 2020 at 5:30 p.m. at the Headquarters Branch.

Attested to:



Henry A. Newbold, Recording Secretary

HAN/mbm



WARREN COUNTY LIBRARY

Directors Report February 2020

NJ Makers Day is Saturday, March 21, from 10 am to 3 pm. The staff has lined up new activities and demonstrations, and we expect a higher attendance than last year. Parking at our two smaller branches (CDH and NE) will be at a premium, even with staff and volunteers parking off-site.

This year's makers day will include a lego challenge to build a structure from a city that has hosted a World's fair. Each branch will have a different city/country. Our event brochure will be designed like a passport and will list the activities at all branches. Branches will stamp the passports of attendees and people will be entered in a draw for a lego kit if they visit more than one branch.

Staffing levels in branches have been tight due to staff illness, family emergencies, and job vacancies. We have filled several vacancies from within; however, we still must fill some entry-level positions. We are shuffling staff to provide coverage of specific jobs and fill in staffing levels at branches. While some personnel will return to work soon, we are also aware of new situations that may develop into a leave of absence.

I requested and received, phones that are no longer in use by the county. These phones will replace hardware currently in use in our branches.

We have received the staff computers we ordered, and have purchased software licenses for new office products. We will roll out the machines to managers and administration staff first to ensure they are familiar with the software (Windows 10 and new office suite) before we start training and rolling out the equipment to other staff.

I have completed the State Report and am working on the NJ Construction grant. I will be asking the commission to approve and sign several documents related to the grant at our next meeting. I will also be bringing new commission by-laws for review at a future meeting.

I presented my budget to the Freeholders in January. The county administration added a maintenance position to our budget. The maintenance person will be responsible for the work in the library branches (currently done by Buildings and Grounds). I am waiting for clarification on who will be responsible for hiring, scheduling, and supervision of this employee.

Technology project updates:

New staff computers: computers received, software licenses purchased, configuring hardware for managers and administration.

New public computers: on hold until new time print software is installed, and after staff machines are

installed.

Headquarters WiFi: waiting for the State Library to sign their new contract with managed WiFi provider to take advantage of new prices and hardware.

Headquarters phones: on hold

Print and time management software: The vendor is configuring software/server.

ILS upgrade : on hold until the next version of the software that will address a known issue that would negatively affect our library catalog. (estimating June)

Relocate ILS Server to State Server: on hold until we can move to the latest version of the software.



Submitted by
Maureen Baker Wilkinson
Library Director