



## WARREN COUNTY LIBRARY

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

### **VIRTUAL Session – JUNE 25, 2020**

The Warren County Library Commission met in virtual session at 5:30 p.m. on June 25, 2020 via Zoom due to the COVID-19 distancing requirements.

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

Present:	Alice Mollitor Marilynn A. Barone Patricia A. Rokosz
Absent:	Virginia R. Rutledge Henry A. Newbold
Administration:	Maureen Baker Wilkinson, Library Director Jill Butcher, Assistant Director

Chairperson, Alice A. Mollitor opened with the Notice of the Open Public Meetings Act for a virtual meeting at 5:35.

### **Minutes**

On motion by Marilyn Barone, seconded by Patricia Rokosz, the Virtual Meeting Minutes of the April 23, 2020 regular session, were approved, motion carried unanimously.

On motion by Marilyn Barone, seconded by Patricia Rokosz, the Virtual Meeting Minutes of the May 28, 2020 regular session, were approved, motion carried unanimously.

**Director's Report** – The director gave the Commission a status report. Please see Director's Report attached.

### **New Business**

On a Motion made by Patricia Rokosz to change to the circulation policy for DVD's and Video Games, to waive the \$1.00/day overdue fine until September 1, 2020, seconded by Marilyn Barone, the motion was carried unanimously.

On a Motion made by Marilyn Barone to change to authorize the Library Director to alter the Library Hours of Operation until September 30, 2020, seconded by Patricia Rokosz, the motion was carried unanimously.

**Public Comment** - None.

**Executive Session** - Not required.

### **Adjournment**

There being no further business, on motion of Patricia Rokosz, seconded by Marilyn Barone, the meeting adjourned at 6:25 p.m.; motion carried unanimously.

The next meeting is scheduled for Thursday, September 24, 2020 at 5:30 p.m.

**Attested to:**



Henry A. Newbold, Recording Secretary

HAN/mbm



# WARREN COUNTY LIBRARY

## Directors Report - June 2020

Libraries across the state have started to reopen after being closed for three months due to the COVID-19 pandemic.

WCL staff returned to the library on June 15, and curbside service started on June 22. On June 24, the Governor announced that NJ libraries could reopen to the public beginning July 2.

The regulations for how libraries will operate in this stage of reopening are not available yet. I have heard that staff and the public will be required to wear masks, we would need to enforce an occupancy level that is 25% of our current posted level, and social distancing measures will be necessary.

We have ordered plexi-glass barriers for the circulation desks, public computers, etc.; however, we do not know when we will receive them. The demand for these products is high as businesses begin to reopen under new operational requirements. The barriers will be required when opening to the public, and we will, therefore, not be able to open on July 2.

We are, however, beginning to make adjustments in the building to prepare us for opening. Furniture and equipment will be moved or removed, and computers will be taken out of service to ensure social distancing. We will start making changes to our self-service checkouts to reduce the number of times people will touch the screens, and establish new time limits on public computer use.

The curbside service we started this week will continue after we reopen our doors to the public. The service has regular use, and we expect that it may continue to meet the needs of many of our members.

Meeting room use and in-person programming will not be resumed when we reopen. The library has planned a full summer of virtual programs, and they continue to have excellent attendance. Our first online summer reading program has started. While registration is lower than in other years, we believe that curbside service (and the availability of print materials) will generate more interest in the program. Our meeting rooms will continue to serve as the quarantine area for returned library materials.

Our library app is complete, and the staff is doing a final check of the software before we announce that it is available for download.

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The WCL staff has been outstanding through all the changes this month. In less than two weeks, we have gone from working from home, working in the branch, offering curbside service, and now learning that libraries can now open to the public on July 2. While there was some initial apprehension, most staff seem comfortable with the working conditions in the branch. County protocols include temperature checks when reporting to work, and wearing masks in public areas of the building.

I want to recognize the work of one staff member this month. Kelly Durkin, CDH Branch manager, has taken the lead in preparing us for curbside service. She discovered a way to allow us to set up appointments for curbside pickup using an inexpensive online product, configured the product for curbside pickup, trained staff, and created promotional materials. (including two videos. One on how to book an appointment, the other on placing an online hold on library materials. Both videos are on the library's YouTube Channel)

Submitted by

A handwritten signature in blue ink, appearing to read "Maureen Baker Wilkinson". The signature is written in a cursive style with a large initial "M".

Maureen Baker Wilkinson  
Library Director