



WARREN COUNTY LIBRARY

Warren County Library Commission
2 Shotwell Drive, Belvidere NJ 07823
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VIRTUAL Session – SEPTEMBER 24, 2020

The Warren County Library Commission met in virtual session at 5:30 p.m. on September 24, 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
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 June 25, 2020 Virtual session, were approved, motion carried unanimously.

Communications:

There were numerous thank you notes received by staff, one of which was scanned and attached.

Public Comment:

Gina Marie Williams joined our meeting virtually. She expressed her thanks and appreciation of our services and specifically the staff at the Southwest Branch.

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

New Business

On a Motion made by Henry Newbold, to extend the authorization of the Library Director to alter the Library Hours of Operation for the purpose of slowly re-opening branches at safe intervals due to the COVID-19 distancing restrictions, until December 31, 2020, seconded by Marilyn Barone, the motion was carried unanimously.

Executive Session - Not required.

Adjournment

There being no further business, on motion of Alice Mollitor, seconded by Henry Newbold, the meeting adjourned at 6:45 p.m.; motion carried unanimously.

The next meeting is scheduled for Thursday, October 22, 2020 at 5:30 p.m.

Attested to:



Henry A. Newbold, Recording Secretary

HAN/mbm



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Directors Report - September 2020

The library opened to the public this month with limited hours and occupancy. Each branch is open one day per week and is operating at 25% occupancy. Thus far, we have not reached full occupancy in any location. Approximately 50% of the public computers and public seating have been removed or taken out of service to ensure adequate social distancing. Curbside service is available on days when the branches are closed to the public. Opening branches, even with this limited schedule, appears to have satisfied many of our users, and we have only had a couple of requests for additional hours.

Our branches receive special disinfecting cleaning the day after it was open to the public. This cleaning is in addition to our general cleaning (garbage, bathrooms, vacuuming).

The library management team will be discussing extending our open day to provide additional hours of service. At this time, we will not be adding other days for public visits. We are working with county management and departments on our reopening and future expansion of services. Considerations impacting extending hours include community health concerns and costs associated with the specialized cleaning of the buildings.

We will only offer virtual programs for the foreseeable future. Our meeting rooms remain closed to the public and are currently used to store returned library materials during their quarantine period.

We have had several staff retirements and resignations since our last Commission meeting, and we have several employees on personal leave or leave for child care. We currently have four full-time and one part-time position unfilled, two full-time employees on intermittent leave, and one part-time employee on personal leave. Our Branch Services Department staff (3 full-time employees) are on temporary assignment at the branches.

We are continuing to develop new programming and training content. The goal of the training content is to promote and facilitate the use of our library services. We are holding instructional classes and have developed a library of "how-to" videos available on our [YouTube channel](#).

The State Library is using CARES Act funds to pay for services to help libraries deliver new services. While we appreciate the assistance, our library system has already purchased or worked out methods of service before receiving these products. The State Library provided a virtual summer reading program (we had bought one before they made the announcement), a Zoom license for 500 attendees, Curbside service management software, and a new eBook service (will be launched in October).

The Warren County Library staff continue to provide excellent service while adapting to an ever-changing service model. The team has overcome challenges, conquered fears, thought outside the box, and continued to provide a great library experience for our members.

Submitted by:
Maureen Baker Wilkinson
Library Director