



## 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 – OCTOBER 22, 2020**

The Warren County Library Commission met in virtual session at 5:30 p.m. on October 22, 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  
Virginia R. Rutledge  
Henry A. Newbold  
Marilynn A. Barone  
Patricia A. Rokosz

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 Patricia Rokosz, seconded by Henry Newbold, the Virtual Meeting Minutes of the September 24, 2020 Virtual session, were approved, motion carried unanimously.

### **Communications:**

None.

### **Public Comment:**

None.

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

**New Business**

None.

**Executive Session** - Not required.

**Adjournment**

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

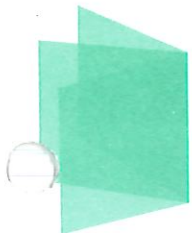
The next meeting is scheduled for Thursday, November 19, 2020 at 5:30 p.m.

**Attested to:**



Henry A. Newbold, Recording Secretary

HAN/mbm



# WARREN COUNTY LIBRARY

## Directors Report – October 2020

Our library branches are now open until 8 pm on days when they are open for an in-person visit. Each branch is open one day per week, and curbside service is available six days a week. The branches close 1-2 pm to give the staff time to clean high-touch surfaces and computers, prepare bags of library materials for curbside service, and shelve library items.

Since we closed in March, we have been extending all library cards and issuing new memberships without identification. We have now launched an option for members to renew their memberships online by uploading ID to a secure server. A small team of library assistants across the system will be responsible for the online renewal of library cards and deleting personal information. In-branch renewal of cards will be available on days when the branch is open. We anticipate a large volume of card renewals in the next few weeks as we had extended their expiry date to the end of October.

The return of library items checked out before our March closing is an ongoing problem. Since we extended the due date for library books, etc. when our buildings were closed, the final overdue notices are just going out now. This past week we mailed approximately 350 notices for items. These notices were primarily final (3<sup>rd</sup>) notices since most people receive their earlier notices by email. We will be restart library fines at the end of the month. We will begin sending accounts with unpaid fees (fines, lost/unreturned items) at year-end. All printed overdue notices include a warning that accounts with outstanding library materials or fees, may be sent to collection.

The State Interlibrary Loan Service has restarted this week. The couriers will initially pick-up items to return to owning libraries to clear up pre-Covid use before starting the exchange of new requests.

We partnered with the Board of Elections and County Clerk's Office to present information about voting in the 2020 election. The program was well attended and we have made the recording of the program available on the library's YouTube channel.

Submitted by:  
Maureen Baker Wilkinson  
Library Director