



# 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 – March 25, 2021

The Warren County Library Commission met in regular session at 5:30 p.m. on March 25, 2021 via Zoom virtual meeting.

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

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

Administration: Maureen Baker Wilkinson, Library Director  
Jill Butcher, Assistant Director

Chairperson, Marilyn A. Barone 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 Ms. Rokosz, the Minutes of the February 25, 2021 meeting were approved, motion carried unanimously.

**Communications** – None.

**Public Comment** - None.

**Old Business** - None.

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

In addition to the prepared Director's Report, Ms. Wilkinson discussed a letter that was sent to a Patron regarding a violation of our Patron Behavior Policy. A copy of that letter is attached with the Director's Report.

**New Business - None**

**Closing Public Comment - None.**

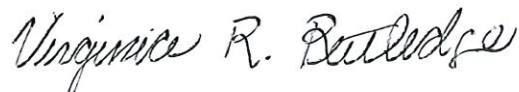
**Executive Session - Not required.**

### **Adjournment**

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

The next regular meeting is scheduled for Thursday, April 22, 2021 at 5:30 p.m. via virtual meeting, details to be announced at a later date.

**Attested to:**



Virginia R. Rutledge, Recording Secretary

VRR/mbm



# WARREN COUNTY LIBRARY

## Directors Report - March 2021

Our library system has reopened for visits by the public. Three of our branches, CDH, HQ, and SW, are now open four 7-hour days (two days with morning hours, two days with evening hours). Our NE Branch remains closed for repairs. All branches provide curbside service six days a week.

On March 15th, our first day open, we experienced moderate traffic during afternoon hours and little to no visits for the evening hours. Visits have remained low since our first day. Computer use is low in all branches except Southwest, where we might be picking up some users from Phillipsburg. (Phillipsburg Library computer use is limited to Monday through Friday, 10 am – 11 am and 2 pm – 3 pm, and is by appointment only). We have reduced the number of available appointment times for curbside service when branches are open to the public since members can enter the building to pick up items. Open branches have seen a drop in curbside appointments; however, it remains popular with some members. Staff report there are still some public concerns about visiting the library.

The library management team will be addressing the low use of the library and how we can reach out to our public to let them know we are open. Thirty-one percent of our weekly newsletter subscribers (3,216) opened the newsletter announcing our March 15th reopening. Staff will be contacting schools with information about our virtual summer reading program and other library services. In the past, schools have distributed library information to families in virtual student backpacks.

We are currently interviewing to fill positions that became vacant while we were closed to the public. As we add staff, we will expand the hours we are open to the public. Our Makerspace coordinator has resigned from her position effective March 21st. We will hire her for specific programs as we evaluate how we will continue this service going forward.

Since implementing the automatic renewal feature in our library software on February 25th, we have automatically renewed 931 items. The renewals in this figure are primarily on DVDs. Print materials with a 28 day loan period will be eligible for automatic renewals starting on March 25th.

We have started implementing the ILS (Integrated Library System/Library Solution) with our eCard product, which verifies members' residency. Once completed, people will be able to apply for a library card through a link in our library catalog. Suppose their address is in our service area, and they do not already have a library card. In that case, their application information will automatically transfer to our database, and the person is issued a temporary membership and library card number. We will give them their full membership when we verify their name and address (they can present ID in person at the library or upload an image)

CDH Branch Manager Kelly Durkin and I will be revising our Library Construction Grant application and resubmitting it in June. We have copies of two applications from other county libraries that we will review and use to guide changes in our application. There will be information sessions and an option for questions about the grant before submission.

Submitted by:

A handwritten signature in black ink that reads "Maureen Baker Wilkinson". The signature is written in a cursive, flowing style.

Maureen Baker Wilkinson  
Library Director



# WARREN COUNTY LIBRARY

March 25, 2021

Carol Cohen  
89 Overlook Drive  
Hackettstown, NJ 07840

Dear Ms. Cohen:

This letter serves as first notice that your visit on March 18, 2021, violated our Patron Behavior Policy.

The policy states: "Patrons shall not harass or annoy others through noisy or boisterous activities... or behaving in a manner which can reasonably be expected to disturb others."

It further states "Patrons shall not: interfere with the use of the library by other patrons, or interfere with the library employee's performance of duties."

The first and second violations of the policy result in the expulsion of the member for 24 hours, and a third violation will result in a three-month ban from the library.

While we understand there may have been some confusion regarding the current level of service at the Northeast Branch, the library will not tolerate inappropriate language directed at library staff.

**Maureen Baker Wilkinson, Director  
Warren County Library**

MBW/mbm

Cc: Adam Petroski, Branch Manager  
Warren County Library Commission