



WARREN COUNTY LIBRARY

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

Regular Session – April 22, 2021

The Warren County Library Commission met in regular session at 5:30 p.m. on April 22, 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: James Kern, County Commission Liaison
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. Rutledge, the Minutes of the March 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 the Building and Grounds department regarding the remaining restoration and repairs of the Northeast Branch. 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, May 27, 2021 at 5:30 p.m. via virtual meeting, details to be announced at a later date.

Attested to:

A handwritten signature in cursive script that reads "Virginia R. Rutledge".

Virginia R. Rutledge, Recording Secretary

VRR/mbm



WARREN COUNTY LIBRARY

Directors Report - April 2021

Library circulations are still well below pre-pandemic levels. The use of our curbside service has also dropped. With the warmer weather and greater access to community services, the Library may not be foremost in the minds of our members. This week we borrowed two digital signs from the Office of Emergency Management to promote the Library is open. The signs will be at the Headquarters and Southwest Branches for two weeks (unless OEM needs them). The signs will then move to our Catherine Dickson Hofman and Northeast Branches for two weeks.

We are now open to the public on Saturdays and will be adding additional hours in May. All staff wishing to be vaccinated have received their first dose, and many are now fully vaccinated.

We have hired two new employees (1 full-time and one part-time) to fill vacancies at our Catherine Dickson Hofman and Southwest Branches. I have advertised our para-professional and professional vacancies on New Jersey Library professional organizations.

The carpeting and other outstanding work at the Northeast Branch will be completed in the next few weeks. While the basic repairs have been satisfactory, communication about the project has not been forthcoming. I had specifically requested to attend meetings to discuss the carpeting but was not invited or allowed to be part of a final selection. The Library's concerns about the carpeting installation have not been acknowledged or answered. (i.e., Will the carpeting be under all bookcases? Carpeting color? How will the transition between existing and replacement be handled) The remediation work is incomplete. The restroom floors are damaged, trim on restroom walls is missing, and the urinal that caused the flood is not operational). We have not received a timetable for the completion of this work. We cannot schedule other work (moving books back to the children's area, getting carpets cleaned) or anticipate a date when we can open to the public without this information).

We are replacing our print subscriptions of the New York Times with a digital service. The move to the digital version will eliminate issues we have had related to billing and delivery. The newspaper has unlimited use in our buildings and will be available at home through our website. The subscription includes access to international versions of the paper, the newspaper archives, and content that teachers can use.

We have been working through several changes since our upgrade to our library software (TLC). The added content (Syndetics Unbound) is working now, and we will cancel our subscription to the Novelist catalog content. (We will still have Novelist as a database). Our library catalog is now "one-stop" to discover both our physical and digital collections. While this has been generally a positive step, we found some members were overwhelmed by the amount of digital content found when searching the catalog. To address this concern, we have created a virtual branch that contains the digital content. Members can now choose to turn off search results from the "virtual branch" and view only the physical content in our library system.

Submitted by:

A handwritten signature in cursive script, reading "Maureen Baker Wilkinson". The signature is written in black ink and is positioned below the "Submitted by:" text.

Maureen Baker Wilkinson
Library Director



WARREN COUNTY LIBRARY

April 22, 2021

Liz Zukoski, Superintendent
Warren County, Buildings and Grounds

Liz,

Communication between our departments is imperative to the completion of the restoration of the Northeast Branch. Your unilateral decision to exclude my participation in the discussions related to carpeting after previously agreeing to do so was not in the spirit of inter-department cooperation and the County's best interests.

Since I did not have the opportunity to meet with the contractor or participate in decisions,

I will need the following:

1. Sample of carpeting you selected.
2. A drawing of the area to receive new carpeting showing the transition between the existing and replacement carpeting. (in relation to furniture, shelving, and building columns).
3. Confirmation that new carpet will be installed under all wall and free-standing shelving in the children's area.
4. The time table for the completion of the project (repairs and carpeting).
5. The contingency for post-construction cleaning. The adhesive exposed by the removal of the carpeting has been tracked onto the carpet throughout the building. This, in conjunction with the foot traffic from the construction area, makes dirt stick to the carpet in high traffic areas (i.e., path to building entrance).

Outstanding repairs:

1. The urinal is not working. If it has been repaired and tested, it needs to have the water turned on.
2. Install baseboards in the back hallway, meeting room, and children's area (post carpeting item).
3. Install missing trim in restrooms. (edge trim on some wainscoting boards, and covers on plumbing shutoffs)
4. Repair restroom floors damaged by the removal of the wainscoting. The floors have holes along the edge, not covered by baseboard trim.

Contractor responsibility:

1. Is the contractor responsible for moving furniture and shelving from the construction area? Are they responsible for returning items such as shelving to their original location?
2. The contractor must not move any equipment (computers, stereo receivers). Library staff will do this.
3. The contractor must identify any equipment or contents that staff must move before the date for installation of the carpet.

Library re-opening

The library will open to the public on the same schedule as other branches. Prior to opening, Library staff will need to reorganize the affected library space, return books to shelves in the children's area, and reinstall computers and any other equipment. An estimated date for the opening will be possible once we have the construction schedule.



Maureen Baker Wilkinson, Director

Warren County Library

cc: Alex Lazorisak, Warren County Administrator
Marilynn Barone, Chairperson, Warren County Library Commission (Commission Package)