



WARREN COUNTY LIBRARY

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

Regular Session – June 24, 2021

The Warren County Library Commission met in regular session at 5:30 p.m. on June 24, 2021 via Zoom virtual meeting.

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

Present: Marilynn A. Barone
Patricia A. Rokosz
Virginia R. Rutledge
Alice Mollitor

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

Chairperson, Marilynn 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 May 27, 2021 meeting were approved, motion carried unanimously.

Communications – None.

Public Comment - None.

Old Business - None.

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

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, September 23, 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

Director's Report - June 2021

The Library continues to adapt its services as the State continues to relax the Covid-19 protocols. At this time, public and fully vaccinated staff are no longer required to wear face masks. Most staff and a large number of members are continuing to wear masks. The County still requires staff health monitoring (temperature checks, symptom checks).

Summer reading started on the 14th, and registration has already exceeded our 2020 numbers; however, we have not reached our 2019 registration yet (registrations are ongoing). In addition to virtual programs, we have started to offer programs outside. No masks are required, but we ask members to socially distance themselves from people not in their family/social group. Attendance for in-person programs has been good. The children and parents attending the Storytimes have been very excited to get together.

I have started to work on a policy for filming in the Library. This policy is in response to First Amendment Audits experienced in other NJ libraries. These audits are also being conducted in other government offices, and most notably with police. Library concerns about filming include the disruption in library services, patron code of conduct, and members' reading/viewing privacy.

We have forwarded revised "Code of Conduct" and "Programming" policies to the County's legal counsel for review. The Commission will receive these policies for consideration in the fall.

The Library will not operate a booth at the County fair this year. The decision was necessary to ensure that we have adequate staff in the branches. We have been able to hire some staff but still have approximately five unfilled positions.

The new library van will start making deliveries later this month. The van is bigger than our previous van and will be better suited to carry the weight of the books. The van will have the same books and similar design as our bookmobile and old van.

We will be implementing a more streamlined online card registration system over the summer. Our current software verifies whether a person lives in our service area, and staff must then enter the person's information into our library software. The update will now check whether the person already has a library card, and if they do not, it will format and transfer their information into the library software. This change will save staff time and eliminate errors when entering information.

We are considering the purchase of staff scheduling software. The software will give the administration immediate access to all staff schedules to allow us to assign staff to other shifts/branches when needed.

While there will be a learning curve for staff, the software will automate tracking time off and make scheduling easier.

Our library material vendor, Baker & Taylor, has not sent out our processed library materials due to staffing issues. Rather than wait for B&T to resolve this problem, we have asked them to send the items without processing. Staff will process the materials in-house until the vendor resolves this issue.

Submitted by:



Maureen Baker Wilkinson
Library Director

Reading list:

<https://www.oif.ala.org/oif/?p=18859>

<https://americanlibrariesmagazine.org/2020/01/02/free-speech-free-for-all-first-amendment-audits/>