



# 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 – October 28, 2021

The Warren County Library Commission met in regular session at 5:30 p.m. on October 28, 2021 via Zoom virtual meeting.

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

Present: Marilyn A. Barone  
Patricia A. Rokosz  
Alice Mollitor

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

Chairperson, Marilyn 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. Barone, seconded by Ms. Rokosz, the Minutes of the September 23, 2021 meeting were approved, motion carried unanimously.

### Communications –

- The Northeast Branch had a patron complaint regarding the loudness of staff.
- The NJLA has selected the Warren County Library to participate in the Access Navigator's Program.

**Public Comment** - None.

**Old Business** - None.

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

**New Business -**

- A new Photography, Recording, and Filming policy was proposed.

On motion by Ms. Rokosz, seconded by Ms. Mollitor, the new Photography, Recording and Filming Policy was adopted and approved, motion carried unanimously. (2021-7)

- An amendment to the Code of Conduct (revised Patron Behavior) Policy was proposed.

On motion by Ms. Mollitor, seconded by Ms. Barone, the Amendment to the Code of Conduct Policy was approved, motion carried unanimously. (2021-8)

- The Warren County Library Commission gave the Library Administration a directive to develop an amnesty plan for existing library overdue fines.

On motion by Ms. Mollitor, seconded by Ms. Barone, the request for a development of an amnesty plan for existing library overdue fines was approved, motion carried unanimously. (2021-9)

**Closing Public Comment –None.**

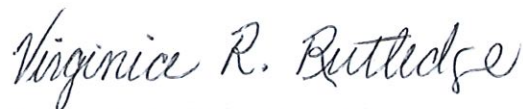
**Executive Session - Not required.**

**Adjournment**

There being no further business, on motion of Ms. Rokosz, seconded by Ms. Barone, the meeting adjourned at 7:15 p.m.; motion carried unanimously.

The next regular meeting is scheduled for Thursday, November 18, 2021 at 5:30 p.m. via virtual meeting, details to be announced at a later date.

**Attested to:**



Virginia R. Rutledge, Recording Secretary





# WARREN COUNTY LIBRARY

## Director's Report - October 2021

The renaming of the Library Headquarters to the Richard D. Gardner Branch has been a smooth transition. The ceremony was well attended, and Mr. Gardner was surprised to receive the honor. Public comments about the name change have been positive, and I have had no reports of problems/confusion concerning the name change and delivery of service. We have changed the branch name on the library website, catalog, and other software. The library app is currently being updated. The staff has been alerted to report any missed name instances to ensure we complete the change.

We have eliminated the fines on DVDs and video games, making our library virtually fine free. (Museum passes, hotspots, and tablets are the only items with fines. We have not yet implemented the new schedule for overdue notices.

Our application for participation in the Access Navigator Program was successful. We will have a trained staff person at our Southwest Branch one day each week to provide employment assistance and digital competence training to individuals. The library will support the program by providing space, promoting the service, and introducing our community partners. This program is similar to the "Career Connections" grant we received several years ago; however, we will not hire, train, supervise staff, or submit expenses and reports.

We have not received any information about the status of our application for the Library Construction Grant. We are, however, moving forward with plans for the construction. I will be meeting with Emily Hammer, the new Public Works Director, on Oct. 28 to walk her through the Catherine Dickson Hofman Branch and discuss the building plans. She has reviewed the architect's plans and received updated cost estimates for the project. The current condition of the CDH Branch requires us to move forward on extensive repairs to the building even if we do not receive the grant.

We are making progress in moving our computer server with our library software to the State Library. I am waiting for a firm implementation date. We are installing new public PCs in the branches. We anticipate the public will be happy with the improved speed of the new devices. We are rebranding our "Print from home" service as "Mobile printing." "Print from home" was offered as a service when we were closed, and the rebranding will convey its wider use (i.e. from phones and other devices, from in or outside the library, anywhere there is internet)

Submitted by:

Maureen Baker Wilkinson  
Library Director