



# 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 – November 18, 2021

The Warren County Library Commission met in regular session at 5:30 p.m. on November 18, 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  
Virginia Rutledge  
Henry Newbold

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. Mollitor, seconded by Ms. Barone, the Minutes of the October 28, 2021 meeting were approved, motion carried unanimously.

**Communications** – None.

**Public Comment** – None.

### Old Business –

At the last meeting, the Warren County Library Commission gave the Library Administration a directive to develop an amnesty plan for existing library overdue fines. The Director stated that an Amnesty Plan has not yet been set up. Many of the Managers have been on vacation, therefore not at the Team Meetings and not able to get full input from them.

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

**New Business – None.**

The Warren County Library Commission discussed and set a date for the next meeting, which will be the Reorganization Meeting followed by a Regular Meeting on Thursday January 6<sup>th</sup>, 2022 at 5:30 p.m.

On motion by Mr. Newbold, seconded by Ms. Mollitor, the date of January 6<sup>th</sup>, 2022 was set for the Reorganization meeting and next Regular commission meeting. The motion was approved, carried unanimously.

**Closing Public Comment –None.**

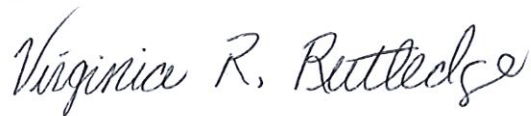
**Executive Session - Not required.**

**Adjournment**

There being no further business, on motion of Mr. Newbold, seconded by Ms. Rokosz, the meeting adjourned at 5:50 p.m.; motion carried unanimously.

The next regular meeting is scheduled for Thursday, January 6<sup>th</sup>, 2022 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 - November 2021

We are making progress with the integration between eCard and our library software, TLC. The merging of the software will automate checking for duplicate memberships, validate addresses are in our service area, format information, and transfer it from the online membership application to our library software. Staff will then complete the registration when identification showing name and address is provided (in-person at library, or submitted electronically).

I attended a kickoff meeting with the New Jersey Library Association and the State Library for the Access Navigator program. I met with the person who will be our "navigator" one day per week and provide digital literacy assistance at our Southwest Branch. Our navigator will be meeting with the staff at Southwest in the next few weeks before launching the service in the branch. The aid will not be limited to members or persons in our service area, and we will be reaching out to libraries in our area to help promote the service to our community.

We are continuing to roll out new public computers to our branches. Each branch has had a portion of its equipment replaced to provide faster equipment at all branches. We will roll out the remaining computers over the following months as time permits. The use of public computers is lower than in the past. The use of personal devices (laptops, phones) and library Wi-Fi, mobile printing, and library space (for study, work) has increased.

We have not received any information about the Library Construction Bond/Grant. Kelly Durkin (CDH) and I met with Emily Hammer, WC Public Works Director, to go through the branch and discuss the construction plans. Ms. Hammer and I will be visiting each of our branches to discuss building concerns and provide an overview of their construction projects.

Wishing you a happy holiday season,

Submitted by:

Maureen Baker Wilkinson  
Library Director