



## WARREN COUNTY LIBRARY

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

### Regular Session – January 6, 2022

The Warren County Library Commission met in regular session at 5:50 p.m. on January 6, 2022, via virtual zoom meeting. immediately following the reorganization meeting.

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

Present:	Marilynn A. Barone	Alice A. Mollitor
	Henry A. Newbold	Patricia A. Rokosz

Administration:	Maureen Baker Wilkinson, Library Director
	Jill Butcher, Assistant Director
	Lori Ciesla, Warren County Commissioner Liaison

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 Mr. Newbold, the Minutes of the November 18, 2021, regular session, by unanimous vote were approved, motion carried unanimously.

**Communications** – A Patron letter to the County Board of Commissioners was distributed, praising Jenny Sidie from the Headquarters Branch for her helpful and pleasant assistance at a difficult time during the COVID pandemic.

**Public Comment** - None.

**Old Business** - None.

### Director's Report –

Please see the attached Director's Report dated January 2022.

**New Business** - None

**Closing Public Comment** - None.

**Executive Session** - Not required.

**Adjournment**

There being no further business, on motion of Ms. Barone, seconded by Mr. Newbold, the meeting adjourned at 7:00 p.m.; motion carried unanimously.

The next regular meeting is scheduled for Thursday, February 24, 2022, at 5:30 p.m. to be held virtually, details to follow at a later date.

**Attested to:**

  
Henry A. Newbold , Recording Secretary

HAN/mbm



# WARREN COUNTY LIBRARY

## Director's Report - January 2022

Due to the increase of cases of Covid in the County, the County has directed the library and other county departments to create separate teams of workers to work in the buildings. The teams cannot interact, which means we are moving to one shift each day, with three employees per shift. The library will continue to operate 6 days a week, and staff will work three 8 hour days in the branch (24 hours per week) and eleven hours at home. The administration team will work 5 days a week with two days in the library one week, and three days in the library the following week. Assistant Director, Jill Butcher, and I will be on opposite schedules, as will our other administration staff. Branch Managers will work from home and will fill in when there is a staffing issue on teams. (They must quarantine before working with another team). Since the library is already working with fewer staff members and each team will only have three people, we may need to reduce our hours or juggle staff to keep some level of service in all branches. We have told staff that this schedule may need to be adjusted, and asked them to try to schedule time off to coincide with their work at home hours.

The management team has been planning for work at home assignments for staff. This schedule will keep all part-time staff working their hours in the branch, but we still need to find adequate work for employees at home. While most of our customer service staff are in the same title, we have some staff that work primarily at the front desk (check-in/out, shelving). Other staff are involved with work that is more easily transferred to a work at home situation (planning and hosting online programs, promotional materials, social media etc). Managers will be giving out specific assignments to staff to at home and in the library, and we have two staff development tracks that staff will be expected to complete. (some will be assignments with a deadline, while others should be completed as time permits). Both training options allow managers to track the employees' progress and scores. Employees will also complete a daily log of what they worked on during the day. Niche Academy will be used for library specific training, and North Star (software we will be using with the Access Navigator program) is online computer training.

We have learned that we will not receive Library Construction Bond funding for the Catherine Dickson Hofman Branch. This is particularly discouraging because the building is in desperate need of repair, and improvements related to accessibility (ADA compliance) and identified community needs (meeting and study space). Many repairs were postponed until they could be incorporated in a more comprehensive renovation (HVAC, new roof, electrical issues), and must be done soon to keep the building operational. This project has been included in 2022 library budget request and will be part of the County Commissioners budget considerations.

Submitted by:

Maureen Baker Wilkinson  
Library Director