



WARREN COUNTY LIBRARY

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

Regular Session – February 24, 2022

The Warren County Library Commission met in regular session at 5:30 p.m. on February 24, 2022 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
Alice Mollitor
Patricia A. Rokosz
Henry A. Newbold
Virginia R. Rutledge

Administration: 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. Rokosz, seconded by Ms. Mollitor, the Minutes of the January 6, 2022 Reorganization meeting were approved, motion carried unanimously.

On motion by Mr. Newbold, seconded by Ms. Mollitor, the Minutes of the January 6, 2022 regular session, were approved, motion carried unanimously.

Communications – There was one email communication from Ginamarie voicing appreciation for the helps she receives at the Southwest Branch.

Public Comment - None.

Old Business - None.

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

New Business -

There were two Policy amendments discussed and approved as follows:

Resolution No. 2022-5

Library Policy – Circulation Policy Amendment

ON MOTION of Ms Rokosz, seconded by Mr Newbold, the following resolution was by unanimous vote adopted by the Warren County Library Commission at a meeting held on February 24, 2022, motion carried unanimously.

RESOLUTION TO AMEND LIBRARY Circulation Policy for a Collection fee adjustment from \$10 to \$12 for accounts being sent to Collection due to a fee increase being charged by the Collection company; and removing the \$1.00 charge for replacement membership cards.

BE IT HEREBY RESOLVED by the Warren County Library Commission that the Circulation Policy, copy attached, is hereby adopted.

Voting Member	Aye	Nay	Abstain
Ms. Barone	X		
Ms. Mollitor	X		
Mr. Newbold	X		
Ms. Rokosz	X		
Ms. Rutledge	X		

Chairperson
Vice Chairperson
Recording Secretary

Resolution No. 2022-6

Library Policy – Meeting Room Policy Amendment

ON MOTION of Mr Newbold, seconded by Ms Mollitor, the following resolution was by unanimous vote adopted by the Warren County Library Commission at a meeting held on February 24, 2022, motion carried unanimously.

RESOLUTION TO ACCEPT THE AMENDMENT TO LIBRARY Meeting Room Policy.

BE IT HEREBY RESOLVED by the Warren County Library Commission that the Meeting Room Policy, copy attached, is hereby adopted.

Voting Member	Aye	Nay	Abstain
Ms. Barone	X		
Ms. Mollitor	X		
Mr. Newbold	X		
Ms. Rokosz	X		
Ms. Rutledge	X		

Chairperson
Vice Chairperson
Recording Secretary

Closing Public Comment - None.

Executive Session - Not required.

Adjournment

There being no further business, on motion of Ms. Barone, seconded by Ms. Mollitor, the meeting adjourned at 6:30 p.m.; motion carried unanimously.

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

Attested to:


Henry A. Newbold, Recording Secretary

HAN/mbm



WARREN COUNTY LIBRARY

Director's Report – February 2022

Since our last meeting, we have completed two significant technology changes.

The integration of eCard (online registration) with our Library software, TLC, has been completed. Ecard will verify that the member's address is in our service area determines whether it is a duplicate membership by checking the information (last name, birthdate) against our membership database. If the data passes these checks, it transfers into our membership database. Staff mails members their library cards which are valid for 30 days. Members can extend their membership to the full two years by providing proof of address to staff at the library or uploading it.

Our ILS (Integrated Library System) is now on a virtual server at the State Library. This change will provide improved reliability for our network and services. The State Library will provide 30 days of offsite backups, high-speed internet connections, and generator backup for power outages. There is no charge to our library for this service, and we have eliminated the need to purchase and maintain a server.

Thieves stole the catalytic converter from our van this past month. The theft occurred over a weekend at the RDG Branch. We now park our van and bookmobile at the Roads Department (fenced area with cameras). The County will be installing cameras outside the building to provide increased security for our building and vehicles.

The library will be changing the vendor for our app. The vendor we contracted with for our current app was sold to another company, and we are dissatisfied with the service we are receiving (long wait time for changes to content, i.e., library hours). The app has limited functionality for filtering and sorting catalog search results, and we believe this impacts the success of searches by our members.

The new vendor has partnered with our ILS to provide better functionality and integration with our library catalog. The app's CMS (Content Management System) allows us to update our information and includes software to manage curbside service (our current app offers similar software for an additional \$3,000 yr). They were able to show software enhancements they are developing (we have had none in the two years we have had our existing app) and will offer at no extra charge. The annual cost is less than our current app, and we can time the switch to coincide with the cancellation of our old app. The new app has one "add-on," which is available for an extra cost. We will not purchase this service with the launch of the app but may consider it later. The "add-on" allows members to check out their library materials using their phones and provide additional self-service options for our branches. We currently have one self-checkout station at each branch, and their use has increased since COVID. This alternative method would be cheaper than purchasing and maintaining more equipment in the branch.

(Optional viewing – 1-hour webinar on the app is available here:

<https://www.youtube.com/watch?v=Fb5S2vVS6O8&t=251s>)

Two policies are on the agenda for the Commission's consideration this month.

The Circulation Policy proposed changes include removing the \$1 charge for replacing a membership card and increasing the Collection fee charge by two dollars to offset a price increase from the company providing this service.

The need for replacement cards has dropped since we provide both membership and key-tags with each membership, and cards are more often damaged by use than lost. Members can use virtual cards instead of physical cards for all library services, and there is a gradual switch to this convenient option.

The meeting room policy and application include language related to the County's insurance requirements. County Administration and legal counsel were instrumental in the policy changes, and the final product is consistent with requirements for other County spaces.

Submitted by:

A handwritten signature in blue ink, reading "Maureen Baker Wilkinson". The signature is written in a cursive style with a large initial "M".

Maureen Baker Wilkinson
Library Director