



WARREN COUNTY LIBRARY

Warren County Library Commission
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Regular Session – April 28, 2022

The Warren County Library Commission met in regular session at 5:30 p.m. on April 28, 2022 in person as well as 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:	Marilynn A. Barone Patricia A. Rokosz Henry A. Newbold Virginia R. Rutledge
Administration:	Maureen Baker Wilkinson, Library Director Jill Butcher, Assistant Director Lori Ciesla, County Commission Liaison Joseph Bell, County Counsel Alex Lazorisak, County Administrator Meryl Barny-McGinley, Administrative Secretary

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.

Communications – A Letter dated April 6, 2022 from Patricia Opitz, and an email dated April 7, 2022 from Ruth Riedel, both expressing displeasure at the changes to programs were discussed. The Director stated that she had spoken on the phone with Ms. Opitz and replied by email to Ms. Riedel, explaining the reasons behind the changes.

Old Business - Meeting Room Policy – Amendment. Mr. Lazorisak, Mr. Bell, and Ms. Ciesla joined the meeting to discuss the public feedback and the insurance requirements and language in the Library Meeting Room Policy. Mr. Lazorisak stated that the insurance requirement for groups using the room must remain in the policy; however, groups may apply for a waiver for parts of the policy, including the need for insurance. The authority to waive any part of the policy resides with the Library Director and Library Commission.

Minutes

On motion by Ms. Rokosz, seconded by Mr. Newbold, the Minutes of the March 24, 2022 regular session, were approved, motion carried unanimously.

Public Comment - None.

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

New Business - An informational list of April 2022 to June 2022 programs was distributed to the Commission Members to give them an idea of what type of programming typically uses our meeting rooms. Also distributed to the Library Commission Members was an informational spreadsheet of Library Expenditures from March 16 to April 27, 2022. This information will be presented to the Library Commission on a monthly basis.

Resolution No. 2022-9

Library Policy – Meeting Room Policy Amendment

ON MOTION of Henry Newbold, seconded by Virginia Rutledge, the following resolution was by unanimous vote adopted by the Warren County Library Commission at a meeting held on April 28, 2022, motion carried unanimously.

RESOLUTION TO AMEND LIBRARY Meeting Room Policy regarding the following:

- Added new verbage to Rules & Regulations 17. As it relates to “ hold harmless contract and covenant”;
- Added new verbage to Waiver of Rules & Regulations regarding “Community Groups as approved by the Warren County Library Commission and/or the Library Director”;
- Removal of verbage to Waiver of Rules & Regulations, specifically the last paragraph regarding “subject to approval by the Library’s Insurance Carrier”.
- Change of verbage in Insurance “waiver requests will be submitted to the WC Library Commission and/or Library Director for approval” and “indemnification agreement required by the Library Commission and/or the Library Director”.

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		
Mr. Newbold	X		
Ms. Rokosz	X		
Ms. Rutledge	X		

Chairperson

Recording Secretary

Closing Public Comment - None.

Executive Session - Not required.

Adjournment

There being no further business, on motion of Ms. Rokosz, seconded by Mr. Newbold, the meeting adjourned at 7:45 p.m.; motion carried unanimously.

The next regular meeting is scheduled for Thursday, May 26, 2022 at 5:30 p.m., will be held at the Richard D. Gardner Branch meeting room and also available on Zoom, link to be available on the Library Calendar.

Attested to:

A handwritten signature in black ink, appearing to read "Henry A. Newbold". The signature is written in a cursive style with a large initial "H".

Henry A. Newbold, Recording Secretary

HAN/mbm



WARREN COUNTY LIBRARY

Director's Report – April 2022

The Meeting Room policy continues to raise concerns in our community and staff. Frontline and administration staff have spent many hours dealing with the fallout of the policy. To date, approved uses for meeting space have been for County Departments and other government entities. After our last meeting, Lori Ciesla brought concerns raised by the Library Commission and community to the County Administration. These discussions resulted in the amended Meeting Room Policy on the agenda.

Work on our new library app has started, and we are targeting the release of the new app for mid-June. Our subscription for our current app will expire at the end of July.

We have purchased an "Owl" to facilitate hybrid in-person/virtual meetings. Our Commission meeting is the first meeting using the device. The OWL camera and microphone works in meeting software such as Zoom, and the camera will automatically move to capture images of anyone speaking. They promise to make everyone feel like they are in the room. While we are still learning about the device, we are satisfied with the purchase. The only downside to using the device is related to our room (projector, screen, and lighting). Using a television would be a better option for viewing. Learn More: <https://owllabs.com/>

We had an in-library demonstration of the CircTrak hardware and software from TechLogic (owned by Library Corporation, our ILS). The salesperson set up and demonstrated the product in our Richard D. Gardner Branch in less than 15 minutes. The staff was able to use the hardware to detect problem items on our library shelves. Staff found books marked as missing, lost, and in the wrong branch. We also found withdrawn books that found their way back to our shelves. We plan to purchase the CircTrak software and hardware for all branches. Want to learn more? Here's a three-minute video about CircTrak <https://www.youtube.com/watch?v=nBE9IeP0CZY>

The electronic door lock system at the Southwest Branch is now operational. The card system replaces entrance keys. Staff can enter the building during specific hours by using their card and must swipe the card reader at the front door to unlock the door for the public. The door will not open without staff action; however, it will lock automatically at the end of the day. Staff will be able to lock or unlock the door manually using online software.

We have hired a part-time employee for the Northeast Branch, bringing their staffing level to five full-time and two part-time employees (the same as Catherine Dickson Hofman and Richard D. Gardner Branches). These branches previously had six full-time and two part-time staff. The Southwest Branch Manager continues to split her time between Southwest and Northeast Branches; however, she has requested permanent assignment to the Northeast Branch once we hire a new manager for Southwest Branch.

Plans for the renovation and expansion of the Catherine Dickson Hofman Branch are moving forward. The hiring of a firm to perform Architecture and Engineering Design Services is on the April 27th Agenda of the Board of County Commissioners.

Submitted by:



Maureen Baker Wilkinson
Library Director