



WARREN COUNTY LIBRARY

Warren County Library Commission
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Regular Session – May 26, 2022

The Warren County Library Commission met in regular session at 5:30 p.m. on May 26, 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
- Alice Mollitor (Virtually)
- Henry A. Newbold
- Patricia A. Rokosz

Administration:

- Jill Butcher, Assistant Director
- Lori Ciesla, County Commission Liaison
- 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.

Minutes

On motion by Mr. Newbold, seconded by Ms. Rokosz, the Minutes of the April 28, 2022 regular session, were approved.

Communications – None.

Public Comment - None.

Old Business - Meeting Room Policy – Amendment. The meeting room policy went through another round of adjustments. The Commission Members discussed the changes, with the end result being brought to the following vote.

Resolution No. 2022-10

Library Policy – Meeting Room Policy Amendment

ON MOTION of Ms. Rokosz, seconded by Ms. Mollitor, the following resolution was by unanimous vote adopted by the Warren County Library Commission at a meeting held on May 26, 2022, motion carried unanimously.

RESOLUTION TO AMEND LIBRARY Meeting Room Policy as indicated on the attached copy:

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. Mollitor	X		

Chairperson
Recording Secretary

Director’s Report – In the absence of the Library Director, the Assistant Director gave a verbal director’s report as follows:

There are three big services starting within the next few weeks. We’re hoping all three will be released by mid-June:

- The Summer Reading program entitled “Oceans of Possibilities” is kicking off with two parties, will be running for nine weeks, and includes four age groups from tots to Adults. We are continuing to use Beanstack for the online summer reading log, but will also have a paper log option for those who prefer it.
- The BETA version of our new Library App (TLC GO) has been released for a very limited staff trial and review. Once we’ve had a chance to work out some of the bugs, it will be released to a wider staff trial before it is released to the public. This App is more “user friendly” and will offer more unlimited choices when searching the catalog.
- Now that public places are starting to reopen after the COVID pandemic, we are bringing back the Museum Pass program, but now with on-line registration. This will make it easier for patrons to not only reserve the passes, but they will not have to drive to the branch to pick them up and drive back to return them. They will be issued an electronic pass to their phone and will automatically “expire” at the end of their reserved time-slot.

We were just alerted to a possible sink hole in the parking lot of the Southwest Branch at the front of the building near the handicapped parking. The water company, and the County Building & Grounds department has been there to inspect and decide how to proceed. Barriers and cones are installed in the area to reduce the risk of accidents or injuries.

The election Board is using the Southwest, Northeast and CDH branches for Early Voting starting June 3, 2022.

We have hired two new Full-Time Library Assistants that started April 14, 2022, an existing Part-Time Library Assistant that took a Full-Time position starting May 26, 2022, and a new Part-Time Library Assistant starting June 9, 2022. We are still looking for more part-time library assistants, so we have at least three in each branch to aid in more flexible scheduling.

Our County Commissioner Liaison suggested some additional contact with the participating Townships regarding the summer reading program and other services throughout the summer months.

New Business - The Library Administration is requesting that the Assistant Library Director be given Interim Signing Authority in the absence of the Library Director, for anything that may specifically indicate Library Director.

Resolution No. 2022-11

Interim Signing Authority – Assistant Library Director

ON MOTION of Mr. Newbold, seconded by Ms. Rokosz, the following resolution was by unanimous vote adopted by the Warren County Library Commission at a meeting held on May 26, 2022, motion carried unanimously.

RESOLUTION TO give Interim Signing Authority to the Assistant Library Director in the absence of the Library Director.

BE IT HEREBY RESOLVED by the Warren County Library Commission that the Assistant Library Director has Interim Signing Authority in the absence of the Library Director.

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

Chairperson

Recording Secretary

The June 2022 informational list of programs was distributed to the Commission Members, as well as the spreadsheet of Library Expenditures from May 4 to May 27, 2022.

Closing Public Comment - None.

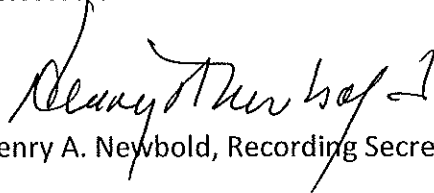
Executive Session - Not required.

Adjournment

There being no further business, on motion of Ms. Barone, seconded by Ms. Mollitor, the meeting adjourned at 6:00 p.m.; motion carried unanimously.

The next regular meeting is scheduled for Thursday, June 23, 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