



WARREN COUNTY LIBRARY

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

Regular Session – October 27, 2022

The Warren County Library Commission met in regular session at 5:30 p.m. on October 27, 2022 in person as well as via Zoom virtual meeting.

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

Present: Marilynn Barone
Alice Mollitor
Patricia Rokosz
Virginia Rutledge
Henry Newbold

Administration: Maureen Wilkinson, Director
Jill Butcher, Assistant Director
Meryl Barny-McGinley, Administrative Secretary

Chairperson, Marilynn 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. Mollitor, seconded by Ms. Rutledge, the Minutes of the September 22, 2022 regular session, were approved.

Communications – Official correspondence to the Library Commission was read and discussed. Our Commission Member, Virginia Rutledge, who has served on the Library Commission for 14 years, has given notice of retirement from the Commission at the end of her term of 12/31/2022.

Public Comment – None.

Old Business – None.

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

New Business -

There were two policy amendments on the Agenda.

- Changes to the Circulation Policy reflect the loan period for kits being now for 14 days, and the Museum Passes are eliminated from the Rules and Fees chart as they are now electronic and return automatically.
- The change to the Inter Library Loan Policy was an added line stating that items published within the previous 12 months cannot be requested through ILL.

Resolution No. 2022-13

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 October 27, 2022, motion carried unanimously.

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

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. 2022-14

Library Policy – Inter Library Loan Policy Amendment

ON MOTION of Ms. Rutledge, seconded by Mr. Newbold, the following resolution was by unanimous vote adopted by the Warren County Library Commission at a meeting held on October 27, 2022, motion carried unanimously.

RESOLUTION TO AMEND LIBRARY Inter Library Loan Policy as indicated on the attached copy:

BE IT HEREBY RESOLVED by the Warren County Library Commission that the Inter Library Loan 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. Rutledge, seconded by Ms. Rokosz, the meeting adjourned at 6:40 p.m.; motion carried unanimously.

The next regular meeting is scheduled for Thursday, November 17, 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:



Henry A. Newbold, Recording Secretary



WARREN COUNTY LIBRARY

Director's Report – October 2022

Mansfield will vote on November 8th to decide if they will leave the County Library system and start a municipal library. The proposed library site is in the historic Mount Bethel Church in Port Murray, owned by the municipality. If Mansfield votes to change its library service, it would be required to support Warren County Library for an additional two years and continue receiving service during that time.

We met with the architect and design team for the Catherine Dickson Hofman renovation project. They showed some interior design proposals and changed the floor plan. We have not yet received any drawings, which include the removal of some shelving, and we will need to recalculate the available space for the collection based on these designs to see if it is adequate. This construction project's primary goal is to provide sufficient space for core services such as books and other media. The project will go out to bid next year.

The Northeast Branch remediation is complete. To maintain low humidity in the branch, the County has raised the temperature in the building, and the meeting room is at 80 degrees at night. Our natural gas use (and cost) is currently higher than our Headquarters branch, which is almost double in size. I have asked the Buildings and Grounds Supervisor to adjust the temperature and, if humidity is still a problem, to find another solution to address it.

We are currently interviewing to fill several vacancies in the library system. We hired a full-time employee for the Southwest Branch with a Library Technician certificate (2 yr college program) and four years of work experience in a Washington state library. We transferred a long-time employee to a full-time position at our Northeast Branch to fill a vacancy. Staffing can still be challenging sometimes, particularly if branches have unexpected absences. We continue to move staff between branches to deal with these emergencies.

We are making progress on defining typical tasks associated with different library titles. We held a joint meeting of the management team, library associates, and principal library assistants to discuss the management team's work and get input from these staff members. We are planning a meeting with all branch and management team staff to discuss the changes and clarify and finalize the job descriptions and expectations for staff.

Submitted by:

Maureen Baker Wilkinson
Library Director