



WARREN COUNTY LIBRARY

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

Regular Session – March 24, 2022

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

Administration:

Maureen Baker Wilkinson, Library Director
Lori Ciesla, County Commission Liaison virtually
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 Mr. Newbold, the Minutes of the February 24, 2022 regular session, were approved, motion carried unanimously.

Public Comment - None.

The next three items are grouped together as they are concerning the same subject:

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

Old Business - Meeting Room Policy - Amendment

Communications – Email dated 3/12/22 from the Friends of the Northeast Branch voicing displeasure about the insurance requirements for the meeting room.

New Business -

The Small Study Room Policy was discussed and amended to eliminate use by minors as follows:

Resolution No. 2022-8

Library Policy – Small Study Room Policy Amendment

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

RESOLUTION TO AMEND LIBRARY Small Study Room Policy as it pertains to use and occupancy by minors, eliminating the use of small study rooms by minors even when accompanied by an adult.

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

Voting Member	Aye	Nay	Abstain	
Ms. Barone	X			Chairperson
Ms. Mollitor	X			Vice Chairperson
Mr. Newbold	X			Recording Secretary
Ms. Rokosz	X			
Ms. Rutledge	X			

The Meeting Room Policy was discussed and amended to eliminate use by individual patrons as follows:

Resolution No. 2022-7

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 March 24, 2022, motion carried unanimously.

RESOLUTION TO ACCEPT THE AMENDMENT TO LIBRARY Meeting Room Policy as it pertains to the elimination of the paragraph allowing individual patrons signing in at the circulation desk to use meeting rooms not already in use at that time.

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

The Programming Policy is being tabled.

Closing Public Comment - None.

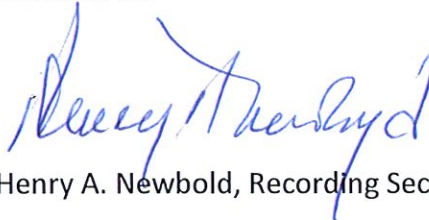
Executive Session - Not required.

Adjournment

There being no further business, on motion of Mr. Newbold, seconded by Ms. Mollitor, the meeting adjourned at 6:45 p.m.; motion carried unanimously.

The next regular meeting is scheduled for Thursday, April 28, 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

HAN/mbm



WARREN COUNTY LIBRARY

Director's Report – March 2022

Since its implementation, the new meeting room policy has monopolized the administration team's time. We have been able to approve requests from other county departments but have not been able to any requests from community organizations.

The closest we came to approving a group was when the group provided an insurance certificate. Unfortunately, we could not approve the application since the insurance policy did not name Warren County, etc., as an additional insured. The insurance policy would also expire before the requested meeting date. We asked the group to provide the updated insurance document when the policy was renewed in June.

Groups without insurance have been impossible to process. The policy states that "Library staff is not authorized to waive any requirements with respect to insurance. Any such waivers must be authorized and approved by insurance". We are currently at a stalemate since the insurance company will not make any insurance waivers. The result is that no community groups can be approved to use the space. These groups are also reluctant to sign the personal indemnification clause required by the County. One such person indicated they were unwilling to risk their lifetime assets for a volunteer position.

Staffing remains an issue. We have been interviewing to find staff to fill our vacancies, but have lost an additional two employees this month. Our Branch Manager (NE) has accepted a position as Director (more money, closer to home), and a library assistant (SW) has taken a position as Circulation Supervisor at another library (more money, closer to home). Our Northeast and Southwest Branches are currently most understaffed, and the manager from the SW Branch is splitting her time in both facilities. I have authorized extra hours for part-time staff to help fill the staffing shortage.

We juggled part-time staff between SW and HQ when we had to move an employee out of the SW branch this month. A library member was harassing the employee, and we suspended the member for two weeks (per policy-certified letter from the library) and contacted the police and the County Administrator. The police took a statement from the employee and contact information for the member. The member has not returned to the library, and we plan to move the employee back to the branch in April.

Submitted by:

Maureen Baker Wilkinson
Library Director