



WARREN COUNTY LIBRARY

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

Regular Session – January 5, 2023

The Warren County Library Commission met in regular session at 5:50 p.m. on January 5, 2023, immediately following the reorganization meeting.

The meeting was called to order by Chairperson Henry Newbold, and upon roll call, the following members were present:

*Present: Marilyn A. Barone
Henry A. Newbold
Alice A. Mollitor, attended virtually*

*Administration: Maureen Baker Wilkinson, Library Director
Jill Butcher, Assistant Director
Lori Ciesla, Warren County Commissioner Liaison, attended virtually*

Chairperson Henry Newbold 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 Marilyn Barone, seconded by Alice Mollitor, the Minutes of the November 17, 2022, regular session, by unanimous vote were approved, motion carried unanimously.

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

Communications – There were two Patron emails that had been forwarded to the Commission Members earlier in the month. One questioned the lack of programming at the Northeast Branch in comparison to the other branches, and the other questioned the date of the closure of the library for staff training. Both emails had already been handled by Director Maureen Wilkinson, and discussion took place on how they had been handled and if there were any changes for the future that would prevent such complaints.

Public Comment - None.

Old Business - None.

Director's Report –

Please see the attached Director's Report dated January 2023.

New Business - Commission Chairman Henry Newbold asked if any applications had been received for a new commission member replacing the retired Virginia Rutledge. Library Director, Maureen Wilkinson said she had been told that one application had been submitted to the County Commission, but Commission Liaison Lori Ciesla, had not yet seen it added to any Agenda. She stated she would make a point of asking the County Administrator at the next meeting.

Closing Public Comment - None.

Executive Session - Not required.

Adjournment

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

The next regular meeting is scheduled for Thursday, February 23, 2023, at 5:30 p.m. to be held at the Richard D Gardner Branch of the Warren County Library with a virtual link also available on the Library website calendar.

Attested to:



Marilynn A. Barone, Recording Secretary



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Director's Report - January 2023

Staffing issues remain an issue at the library. During December, we had staff out due to prolonged illnesses because of surgeries and Covid-19. When combined with holiday requests, the sick time required juggling schedules and managing with minimal staff. We are, however, looking forward to better staffing levels in 2023. We have hired three part-time library assistants and requested additional part-time staff to help at the front desks in each branch as part of our 2023 budget. We are advertising (again) for an approved Library Associate position, which is critical as we move forward with restructuring the library's programming and marketing.

We have had to put the implementation of Solus's new online calendar and room reservation program on hold. As you may recall, the new software would have allowed County Departments to reserve library space online instead of submitting paper applications to the library. Since the Departments could see when the rooms were available, and confirmations would be done through the software instead of scanning and emailing documents, this would reduce the time spent on room bookings. The software automates processes such as program reminders, generates newsletters and promotional fliers with one click, provides access to over three million royalty-free stock images, improves library service, and reduces staff time used to do these tasks. We purchased and paid for the Solus app from TLC (our ILS-Integrated Library Software) in 2022. This week, we launched the Express Pickup software that came with the app to provide a modified curbside service to our members. Unfortunately, the payment for the Solus calendar software, eb*1, is a problem. Solus is a company in Scotland, and while they have an International tax number from the IRS, the County requires a US tax number and mailing address for the payment. Solus has a US office, but the billing address is in Scotland. The County's financial software is not set up for foreign vendors. I have been communicating with the Company President (Scotland) and US Sales director about the possibility of purchasing the software through another provider (i.e., TLC or SHI).

We have started the implementation of "Patron Point" and will begin training on the software in January. We hope to have the new Library Associate in place before starting the training since they will be using the software.

Submitted by:



Maureen Baker Wilkinson
Library Director