



# WARREN COUNTY LIBRARY

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

## Regular Session – February 23, 2023

The Warren County Library Commission met in regular session at 5:30 p.m. on February 23, 2023.

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

Present: Henry A. Newbold  
Marilynn A. Barone  
Alice A. Mollitor  
Patricia A. Rokosz

Administration: Maureen Baker Wilkinson, Library Director  
Jill Butcher, Assistant Director

Chairperson, Henry A. 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 Ms. Barone, seconded by Ms. Mollitor, the Minutes of the January 5, 2023 Reorganization meeting were approved, motion carried. Ms. Rokosz abstained as she was not present at the meeting of January 5, 2023.

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

Chairperson

Vice Chairperson

Recording Secretary

On motion by Ms. Barone, seconded by Ms. Mollitor, the Minutes of the January 5, 2023 regular session, were approved. Ms. Rokosz abstained as she was not present at the meeting of January 5, 2023.

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

*Communications –*

- An email was received from Mr. Marciano regarding an employment application. He was wondering why he did not received a chance for an interview before getting a letter stating we were not moving forward with his application. The Director wrote a letter in reply stating that the position he applied for was an entry-level library assistant position at minimum wage, and we assessed that he was overqualified for this position.
- The 2nd form of communication was an email from the NJLA-Trustees Association announcing a two-part presentation concerning *Legal Issues for Libraries: Spaces, Patrons & Collections*. Some very important issues will be discussed. The Director has registered to attend and wanted the commission members to be aware so they could attend if they chose to, as this will not be a recorded session.

*Public Comment - None.*

*Old Business - None.*

*Director's Report –*

*Please see the attached Director's Report dated February 2023.*

*New Business -*

*Director Wilkinson requested a sub-committee be established to find an additional Library Commissioner. Ms. Barone and Ms. Mollitor agreed to take on this task, starting with the application for Mr. John General.*

*Closing Public Comment - None.*

*Executive Session - Not required.*

*Adjournment*

*There being no further business, on motion of Ms. Rokosz, seconded by Ms. Mollitor, the meeting adjourned at 6:55 p.m.; motion carried unanimously.*

*The next regular meeting is scheduled for Thursday, March 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*

MAB/mbm

## Director's Report - February 2023

We have been working with the County to review and complete the building plans for the Catherine Dickson Hofman Branch. The goal is to put the project out for bid after the County approves the 2023 budget (April). We have no firm timeline for when the library will need to close or when construction will start.

The Board President of Alpha contacted me regarding possibly joining the County Library System. The Alpha Library had a single individual who left. The library is closed and will not open until they hire a new manager. Community members have approached the staff at Southwest about access to our library.

I will meet with John Burns, VP of Sales with TLC/Library Solution, on March 3 to discuss my concerns over integration issues between Library Solution and other library software products. During our implementation process with Patron Point, we discovered that key functionality between the products is impossible. Initially, we learned that the book recommendations could not be based on our collection since TLC did not have the means to give them the information from our catalog. We then learned that the problem was more extensive, and they could not access the data to generate notices (overdue, hold notices), register new members, or renew memberships. After discussing this with Patron Point, they agreed to cancel our contract and refund our payment. The Patron Point situation is not our first example of integration problems with TLC. When we launched eCard before the opening of the Southwest Branch, it took four years to solve the issue of transferring data from eCard to Library Solution. We have outgrown Library Solution and may need to upgrade to a different software version (CARL is the version for larger libraries) or change ILS vendors. I will be participating in MAIN's process to evaluate various ILS systems, to determine whether partnering with MAIN is a viable solution for our library. I will also meet with Somerset County Library (they have CARL- the TLC software for larger libraries) to determine whether bringing our library into their software is feasible instead of implementing a new standalone option. Remaining with TLC would be the most straightforward transition since it would allow us to use the same electronic purchasing of library materials. The staff and public software are substantially the same in both products, making the change easy for users.

We are currently looking at a different option for calendar software. The Solus company has been very unresponsive, and we are still not sure how we will be able to work out payment for their product. We are participating in more in-depth demonstrations with a second company, Communico, to determine their viability. They are a good option and have a package of software that will meet some of the other needs of the library (digital sign, website, app). Their software has the benefit of a management module that enables changes across all pieces of software (i.e., change the library hours in the management module, and it changes on the website, app, and calendar). Their calendar software can also work with

smart locks to provide public access to meeting or study rooms during the room's booked hours. The person who booked the room would receive a code that could be entered on the keypad on the door to access the room. This would facilitate the use of study rooms (at RDG and remodeled CDH) as we do mediate their use (only require a valid WC adult library account/number). I have contacted the County IT department to discuss whether the locks we are considering would be compatible with their re-keying of buildings project.

Submitted by:



Maureen Baker Wilkinson  
Library Director