



WARREN COUNTY LIBRARY

Warren County Library Commission
2 Shotwell Drive, Belvidere NJ 07823
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Regular Session – March 23, 2023

The Warren County Library Commission met in regular session at 5:30 p.m. on March 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
John C. General (incoming member)

Administration: Maureen Baker Wilkinson, Library Director
Lori Ciesla, Warren County Commission Liaison

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. Mollitor, seconded by Ms. Rokosz, the Minutes of the February 23, 2023 regular session, were approved.

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

Chairperson
Vice Chairperson
Recording Secretary

Communications –

- *An email was received from Mr. John Nesterok regarding an incident in the Richard D. Gardner Branch apologizing for any inconvenience that arose from his visit. While he was at the branch, he needed assistance on the computer from our staff. Another patron complained because she could overhear their conversation and had become irate. He felt the need to contact us in case there was a complaint made by this other patron, stating that our staff was very helpful and he could not have done what he was doing without their help.*
- *A letter was received from Warren County Commissioner Jason Sarnoski related to concerns about some library materials being accessible to children without parental approval. Director Wilkinson replied to his letter, accompanied by the Library Policies that concern children, including the Minor Patron Policy, the Library Membership Policy, the Circulation Policy, the ALA Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement.*

Public Comment – Two guests joined the meeting. Judy McDonnell and Liza Thomas stated their concerns and opinions about library materials being accessible to children without parent approval and provided the requests for reconsideration for specific titles. Director Wilkinson stated she would review the books, and report to the library commission.

Old Business - The Sub-Committee tasked with searching for a new commission member, reported back by mid-March with a recommendation to bring Mr. John General into the Library Commission. Their recommendation and his application were sent to the County Commission office with a request for a resolution to add Mr. General to the Library Commission. The County Commission Resolution #161-23 was signed. .

Director's Report –

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

New Business -

Mr. John General took his oath to be a member of the Library Commission with his term running through 12/31/27. Welcome to the Warren County Library Commission John!

Mr. Newbold brought to everyone's attention the 150th Anniversary celebration for Allamuchy coming up this year. On April 29, there is an all day Celebration of Allamuchy Day and on August 12th there is the Anniversary celebration.

Closing Public Comment – Ms. McDonnell and Ms. Thomas reiterated their concern about the accessibility of certain library materials. The Commission will be following procedures for reconsideration of library materials as stated in the Warren County Library Policy and Procedures for the reconsideration of library resources.

Executive Session - Not required.

Adjournment

There being no further business, on motion of Ms. Rokosz, seconded by Ms. Mollitor, the meeting adjourned at 7:15 p.m.; motion carried unanimously.

The next regular meeting is scheduled for Thursday, April 27, 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



WARREN COUNTY LIBRARY

Director's Report - March 2023

We welcome John General, as a new Library Commissioner.

March has been busy with new employees, personnel testing and training, software investigations and decisions, outreach to community groups, and work on plans for the CDH Branch.

Hiring new staff in the library associate has forced us to refine our onboarding practices. New hires had difficulty alphabetizing and filing numerically---skills needed for shelving library materials. Our training librarian and branch staff were responsible for the training and some testing. Our trainer is working on a plan for establishing a baseline with employees and establishing ways to measure progress. We will use this information to evaluate the employee at thirty, sixty, and ninety days and decide whether to make the employee permanent. We will test employees who are permanent in their job title to identify areas where they need more training and create a plan for providing the required training. We currently have five new employees—four library assistants and one library associate who will be responsible for the library's marketing.

I had the opportunity to speak to the Allamuchy and Mansfield Seniors groups this month. Deb Dulepski, Branch Manager, Lorraine Bloom from the Northeast Branch, and Mark Povalitis (driver/outreach to nursing homes) also attended. In addition to introducing attendees to library services, we were able to issue library cards, provide additional information and demonstrations to individuals, and address some concerns from members. The combined attendance for the outreach visits was approximately 125.

Software implementation has not been easy this year. Our initial choice for a new library calendar and room reservation software (eb-1) fell through because the company's address was in Scotland. The company did have the required tax documents for doing business in the US and had several employees in the US. We selected this vendor since the calendar would fully integrate with our library app from the same company. The company has cancelled our contract, which allowed us to choose another vendor, Communico. The Communico contract will include their management software, calendar, room booking, digital sign, and website software. We can purchase a library app from the company once they develop an API (application program interface). The implementation for the calendar software will start on Friday, March 24 with a target completion of June 30. The contract for our existing calendar software ends on July 31. The digital sign software will be an easy implantation, and we anticipate making the change over the next few months. The webpage will be the largest project requiring the most staff time.

I am currently working with TLC (The Library Corporation) on a switch from Library Solution to their more robust product CARL. We have had two meetings with product managers for CARL and a discussion with Somerset County Library about a partnership that would allow us to utilize their subscription to CARL. I

also met with the County CFO about the software change and potential collaboration. Currently, there are no barriers to moving forward with the change. A verbal quote (a written quotation is coming) indicates we will save a significant amount of money with the switch. Implementing CARL will be easier than moving to another company's software and will take approximately two months. Somerset Library has offered to do training and has staff training videos that we could utilize. The anticipated timeline for this project would be the fall, with the switch to the new purchasing software at the end of the year.

The County authorized advertising for bids for the Catherine Dickson Hofman Library addition and renovation at their meeting on March 22. The library branch must close in early summer if a bid is accepted. I am contacting moving companies to relocate the library collection, furnishings, and equipment we will bring to the new facility. Unlike our other library construction projects and moves, we need to box and store the collection, and the library materials will be unavailable for use when stored. We will run statistics to determine the highly-used items and temporarily reassign them to other branches. Currently, there are no plans for library service to the northern part of the County, and we were told that a decision to rent space would not happen until a bid is accepted. We are currently making plans based on various scenarios ranging from no service outlet to establishing a temporary location. We anticipate this will make a highly compressed timeframe to implement a plan, increase staff stress, cause a disruption in library services to the community, and generate community inquiries and concerns.

Submitted by:



Maureen Baker Wilkinson
Library Director