



# WARREN COUNTY LIBRARY

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

## Regular Session – April 27, 2023

The Warren County Library Commission met in regular session at 5:30 p.m. on April 27, 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

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 March 23, 2023 regular session, were approved. All in favor.

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

Chairperson

Vice Chairperson

Recording Secretary

*Communications – None*

*Public Comment - None.*

*New Business - None*

*Director's Report –*

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

*Old Business -*

*request for reconsideration of library resources*

*As of this date, the review of library resources being contested has not been completed. The Director and Assistant Director are in the process of reading and reviewing the books and plan on submitting a report to the Library Commission at the next meeting.*

*In the meantime, a package of NJLA, NJLTA, ALA and legal summaries have been given to the Commission members for their review as well as webinars they can attend if they choose.*

*Closing Public Comment - Judy McDonnell and Liza Thomas, public guests joined the meeting following up on their requests for reconsideration for specific titles from the last meeting. Ms. McDonnell and Ms. Thomas reiterated their concern about certain library materials. Director Wilkinson stated she would be reviewing the books, and report to the library commission. The Commission will follow procedures for reconsideration of library materials as stated in the Warren County Library Policy and Procedures.*

*Executive Session - Not required.*

*Adjournment*

*There being no further business, on motion of Ms. Rokosz, seconded by Ms. Mollitor, the meeting adjourned at 6:30 p.m.; motion carried unanimously.*

*The next regular meeting is scheduled for Thursday, May 25, 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*





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## Director's Report - April 2023

We have completed worksheets to implement the new online calendar and meeting room software. The company, Communico, has started to build our platform, and we should be able to start testing the site in May, transfer our data from our current calendar, and launch by the end of June. I have asked staff to get all summer events on our old calendar in May to ensure we bring over as much data as possible.

For the last few weeks, Jill Butcher and I have spent an inordinate amount of time on staff issues, requiring interviews, Union representatives, the Personnel Department, written reports, and the eventual reassignment of staff. Interspersed between these meetings were previously scheduled interviews for the new Library Associate position. We are in the process of setting up staff training for managers on communication and staff evaluations, and (all staff) "Deaf and Hard of Hearing Sensitivity Training" (from NJ Division of Deaf and Hard of Hearing /Dept of Human Services).

The Catherine Dickson Hofman Building project has not been sent out for bid yet but is expected to go out on Friday, April 28. The bid will be open for six weeks, pushing the original timeline out approximately two weeks. In anticipation of closing the building, we are relocating some of the CDH collection to other branches. The project must proceed slowly to allow the receiving branches time to incorporate the materials, and to prevent the appearance of emptying the CDH branch. We cannot relocate the entire collection but aim to find a temporary home for many of CDH's newer, high-demand items. We will put the remaining items into storage (boxes), which will not be available during the construction project.

I have reached out to Somerset Library to set up a staff visit to their library to get an in-depth look at CARL ("Big Brother" to the Integrated Library Software "ILS" we currently use). Our library is also participating in the ILS – RFI (Request for Information) that MAIN (Consortium of 49 public libraries in Hunterdon, Morris, Somerset, and Warren Counties) that will be going out to vendors next week. We will be able to explore potential cost savings and features of the software from these vendors. The cost of CARL is less than what we currently pay for Library Solution, and since we are already a customer, we will not need to wait for our contract to expire (2025), and implementation will be much easier.

Submitted by:



Maureen Baker Wilkinson  
Library Director