



WARREN COUNTY LIBRARY

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

Regular Session – November 16, 2023

The Warren County Library Commission met in regular session at 5:30 p.m. on November 16, 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
Patricia A. Rokosz Alice Mollitor

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. Mollitor, seconded by Ms. Barone, the Minutes of the October 26, 2023 regular session, were approved.

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

Budget & Program Reports

Commission members did not have any questions regarding the Budget or Program reports for that month..

Communications – None

Public Comment – Agenda Items Only - None.

Director's Report – November 2023 attached

Old Business -

. Covered in the Director's Report.

New Business -

- . Resolution to hire Attorney representing the Warren County Library Commission for the 2024 Calendar year. Resolution 2023-9*
- . Resolution to set a date for the Reorganization Meeting in January 2024. Resolution 2023-12*
- . Resolution to approve closing the Library (all branches) for one day of Staff and Commission Member In-service. – Resolution 2023-11*

Closing Public Comment -

Two members of the public attended the meeting. Liza Thomas and Judy McDonnell

Liza Thomas asked if the executive session that was going to be held today was to discuss the May minutes that she had disputed. Director Wilkinson answered yes. Judy McDonnell questioned specifically what the attorney's name was and where the firm was located. She then asked if there was any discussion on the issue of the books they have been expressing concern about since April. Director Wilkinson answered her questions.

There being no further public comments, the public portion of the meeting ended.

Executive Session –

On motion by Mr. Newbold, seconded by Ms. Barone, an executive session, carried by unanimous vote was begun at 5:45 pm, Resolution 2023-10.

On motion of Ms. Barone, seconded by Ms. Mollitor, the Library Commission adjourned executive session and resumed the regular session at 6:15 pm, motion carried by unanimous vote.

Resolution 2023-13 - Amendment to Minutes of May 25, 2023 meeting

On motion of Mr. Newbold, seconded by Ms. Barone, it was agreed to amend the minutes of the May 25, 2023 meeting at an executive session of the meeting held on November 16, 2023, the vote carried as follows:

RESOLUTION TO AMEND THE MINUTES OF THE MAY 25, 2023 MEETING

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

The disputed line will be amended to read "They made suggestions related to identifying certain titles in the collection." The amended minutes will be identified by Rev 11/16/23.

Adjournment

There being no further business for the regular session, on motion of Ms. Mollitor, seconded by Ms. Barone, the Regular meeting adjourned at 6:30 p.m., motion carried unanimously.

The next meeting is scheduled for Thursday, January 4, 2024, at 5:30 p.m. and will be a Reorganization Meeting followed immediately by the Regular Session 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:


Henry A. Newbold, Chairperson

HAN/mbm



WARREN COUNTY LIBRARY

Director's Report - November 2023

CDH staff continue to hear complaints about the lack of library services locally. Staff report that the space in the Municipal Building poses challenges for their work. The foyer is subject to temperature fluctuations depending on the amount of sun (has been 85 degrees) and exterior temperature. All traffic into the building must come in the door nearest the library area, which brings in cold air. Staff use a flashlight at night to see inside the metal storage units where the books are kept.

We are trying to arrange a visit to see a different space located in Blairstown. The 2,000 sq. ft. space is more expensive (\$4,000), but the owner is willing to negotiate. The space is currently set up for a medical office; however, the realtor thought that the owner might be willing to remove some walls to open up the space. The realtor said he would send more information once he talked to the owner.

Since our last meeting, we have added two new part-time employees and lost one full-time employee to a better-paying job in another County department. The CDH staff have been a valuable addition to the other branches when they are not working the Lobby Service. Salary remains the primary reason for people leaving their positions.

The shared ILS project is moving forward, and we expect a MOA (memorandum of agreement) to be sent to us in early 2024, which we will need to sign if we want to proceed as part of the group. RFP information from software vendors has demonstrated the potential for all participating libraries to benefit from reduced costs. We have talked to the State Librarian about the possibility of some financial assistance to cover the implementation of this shared service, and we will be exploring additional funding sources as well. We currently have shared borrowing and software license agreements with most of the libraries that are exploring the possibility of a shared ILS.

I attended the Summit for Experienced Directors sponsored by the State Library. The Summit at Hunterdon County (Main Branch) included workshops on conflict mediation, Civil Service procedures, and job performance/discipline. I met Douglas Zucker, ESQ who was a presenter for the Civil Service workshop. State Senator Andrew Zwicker sponsor of Bill 3907 "New Jersey Right to Read Act" was a last-minute speaker when another speaker could not present. He spoke about the legislation, some of the changes to the original bill, and his expectations for its approval.

I would like to hold a staff training day in early 2024, including a First Amendment workshop. Our Lawyer has provided workshops on this topic for NJLA and other libraries. LibraryLink NJ provides funding for presenters that can cover 50% (maximum of \$500) for a presenter. The library would be closed so all staff could attend a full training day.

The County has hired a new cleaning company. We are very pleased with their work so far. Our RDG Branch had no cleaning for almost a month while a new cleaner was found, and our staff took care of the garbage and stocking restrooms. NE and SW were cleaned by Buildings and Grounds workers during the same time.

Submitted by:

A handwritten signature in blue ink that reads "Maureen Baker Wilkinson". The signature is written in a cursive style with a large initial "M".

Maureen Baker Wilkinson
Library Director