



WARREN COUNTY LIBRARY

Warren County Library Commission
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Regular Session – March 28, 2024

The Warren County Library Commission met in regular session at 5:30 p.m. on March 28, 2024.

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

Present: Henry A. Newbold, Patricia A. Rokosz
Alice A. Mollitor, Cathleen Gerhardt, Elizabeth Thomas

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

Note: There were eight attendees in person and approximately 6 attending via Zoom.

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

A question was brought up about who and how attendees are listed with or without specific names. An explanation given stated “when one or two individuals are bringing claims of concern and complete paperwork regarding those concerns, specific names and or comments are defined. If numerous people on a whole are commenting their agreement and/or disagreement on a subject, people are not quoted per se”. Lists of attendees are kept in the library commission files.

On motion by Alice Mollitor, seconded by Patricia Rokosz, the Minutes of the February 22, 2024, regular meeting minutes, by unanimous vote were approved, motion carried unanimously.

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

Guest speaker Phillip Berg from the MAIN Library Alliance was in attendance to answer any questions that might come up about the MOU, ILS and contract with MLA (MAIN). Director Wilkinson continued with information about the benefits of joining MAIN Library Alliance, where it will save us money as well as offerings made available at discounted prices through this membership. The MOU and Addendum were reviewed by legal counsel and the terms of the addendum provide for withdrawal from the project if projected requirements are not met.

Commission Comments & Questions regarding expenditure & program reports: - None

Communications – There was one emailed communication stating a continued support of the library in their honoring First Amendment rights, and trusting parents to make decisions about reading materials for their children.

Public Comment –Agenda Items -None.

Old Business - None.

Director’s Report – March 2024 Director’s Report attached

New Business - Two policy amendments were brought to the commission for review and approval. The Small Study Room Policy and the 3D Printer Policy. There was a discussion of the changes and reasons behind the changes. Mr. Newbold called for a motion.

ON MOTION OF Ms. Rokosz, seconded by Ms. Thomas, the following resolution was by unanimous vote adopted by the Warren County Library Commission at a meeting held on March 28, 2024, motion carried unanimously.

RESOLUTION TO ACCEPT THE AMENDMENT TO LIBRARY Small Study Room Policy

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

ON MOTION OF Ms. Gerhardt, seconded by Ms. Mollitor, the following resolution was by unanimous vote adopted by the Warren County Library Commission at a meeting held on March 28, 2024, motion carried unanimously.

RESOLUTION TO ACCEPT THE AMENDMENT TO LIBRARY 3D Printer Policy

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

Closing Public Comment - Chairperson Henry Newbold asked if there was any closing public comments.

It should be noted that about half way through the meeting, we were notified that the Zoom attendees could not hear the meeting. The Library Director attempted to fix the settings, but unfortunately could not get it to work. Therefore, the Zoom attendees could not voice any comments.

Of the in-person attendees, Mr. Wooldridge wanted to state that our book alerts were not working on his Google email. Google was indicating a virus was attached. The Library Director said she would look into it with the company (Reading House LLC) that sends out these email alerts.

Additionally, Guy Citron, commented on the past meetings where the contested books had been talked about. He mentioned movements involving large groups being bussed in from outside our area to show larger support for the contestors. Commission Member Gerhardt responded to Mr. Citron from a teacher's perspective.

It was then stated that as a public library, things are not done the same as in a school.

Judy McDonnell brought pamphlets for "screen it first.com" asking if they could be placed in the library.

Executive Session -

At 7:10 pm, a motion was made by Mr. Newbold, seconded by Ms. Thomas to hold an executive session to discuss the MAIN MOU in more depth.

At 7:40 pm, the executive session was ended and returned to a regular session.

Following the Executive Session, a motion was made by Mr. Newbold seconded by Ms. Rokosz, to approve the signing of the MAIN Library Alliance MOU and accompanying Addendum, and giving Library Director Wilkinson the authority to sign on behalf of the Warren County Library Commission.

ON MOTION OF Henry A. Newbold, seconded by Patricia A. Rokosz, the following resolution was by unanimous vote adopted by the Warren County Library Commission at a meeting held on March 28, 2024, motion carried unanimously.

RESOLUTION TO approve the signing of the MAIN Library Alliance MOU and accompanying Addendum, and giving Library Director Wilkinson the authority to sign on behalf of the Warren County Library Commission as it pertains to the MAIN Library Alliance Memorandum of Understanding (MOU).

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

Adjournment

There being no further business, on motion of Cathleen Gerhardt, seconded by Alice Mollitor, the meeting adjourned at 7:45 p.m.; motion carried unanimously.

The next regular meeting is scheduled for Thursday, April 25, 2024, 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:



Alice A. Mollitor, Recording Secretary



WARREN COUNTY LIBRARY

Director's Report - March 2024

The Hope temporary location opened March 11th, and feedback has been primarily positive. Members seem pleased with the ability to access additional services and are supportive of the improved working conditions for staff. The County IT department set up the Internet service for the building and we delayed our original opening date for them to complete the work. We had an internet glitch when the building lost internet service, and when service was restored, Staff workstations were unable to connect back to our ILS. We learned that the County IT installed a backup service for the internet but did not tell us. When the internet went down, it switched to the other services' IP address and the State Library Server was blocking the connection. Once we had the other IP address we were able to whitelist it on the server and get staff computers working.

Makers Day was well attended, with full parking lots and people waiting at the doors to get in. This was the first time since Covid that it resembled our earlier successes. This one-day event takes months of planning and preparation. I was pleased to see that the staff and public were enjoying the day, and our libraries were full of noise and people. After throwing off the Covid pallor on Makers Day, we decided to get rid of two other remnants of that time. We have stopped Curbside Service {it was being used by only a couple people} and our plexiglass sneeze guards on the public desks. The public has given us the thumbs up for the change, and staff are happy not having to slide books through a slot. Several staff commented that it was easier to speak with people as the plexiglass muffled voices.

Next month we plan to implement self-service study room bookings. Staff had stopped using the software since our policy was too restrictive and confusing, causing difficult interactions at the desk. The draft Study room policy that you will consider for approval reflects the changes. Staff are currently using the software and identifying concerns and issues for us to take back to the vendor. We will then post the reservation page on the website for the public to use. The second phase of this project will be to test wireless locks on the door that will control access to the rooms based on a person's reservation. If successful, we will install the locks for both study rooms at RDG and CDH.

We will follow this project by releasing meeting room reservations software to county departments and approved community groups so they can manage their own bookings. This will alleviate the back and forth between days and locations when someone wants to use the space. The software will also allow them to cancel and rebook, while enforcing the policy restrictions. Staff will still need to book rooms for some groups i.e., Election Board, as they need full days for multiple days of early voting.

The CDH project is on track, and the build out on the driveway will start soon. We have met with the architect and have finally received a color board with the finishes and materials. Our greatest concern is the murals that the architect wants in the building. We do not like the ones proposed for the YA and Juvenile areas and feel that the size will be overwhelming. The murals will cover multiple walls and will extend from the floor to the highest ceilings in the rooms. The flow of the image across the space may also be strange since there are windows, furniture and shelving that would cover the image in some places.

Submitted by:

A handwritten signature in black ink, appearing to read 'Maureen Baker Wilkinson', with a long horizontal flourish extending to the right.

Maureen Baker Wilkinson
Library Director