

## MINUTES

Warren County Library Commission

OCTOBER 24, 2024

The Warren County Library Commission met in Regular Session at the Richard D. Gardner Branch, 2 Shotwell Drive, Belvidere, New Jersey on October 24, 2024 at 5:30 p.m.

The meeting was called to order by Library Commission Chairperson Newbold and upon roll call, the following members were present: Chairperson Henry A. Newbold, Vice Chairperson Patricia A. Rokosz, Recording Secretary Alice A. Mollitor, and Commissioner Elizabeth Thomas. Also attending were County Commission Liaison Jason Sarnoski and Library Assistant Director Jill Butcher. There were approximately 7 attendees in person and 7 via Zoom.

After leading the flag salute, Mr. Newbold confirmed that notice of this meeting was in accordance with the Open Public Meetings Act, Chapter 231, P.L. 1975.

### APPROVAL of MINUTES

On motion by Ms. Rokosz, seconded by Ms. Mollitor, the minutes of Regular Session of September 26, 2024 were approved.

Recorded Vote: Mr. Newbold, yes; Ms. Rokosz, yes; Ms. Mollitor, yes; Ms. Thomas, yes.

### FINANCIAL RESOLUTION

#### **RESOLUTION 2024-17**

On motion by Ms. Rokosz, seconded by Ms. Mollitor, the Resolution to pay bills was approved.

Recorded Vote: Mr. Newbold, yes; Ms. Rokosz, yes; Ms. Mollitor, yes; Ms. Thomas, yes.

COMMUNICATIONS TO COMMISSION

The Commission received three communications. Ms. Butcher asked if the Commissioners were in receipt of these communications.

A request was made by Ms. Thomas on behalf of a member of the public that a posting be placed in conspicuous locations at each branch displaying a book review resource, booklooks.org.

Ms. Thomas requested a motion to post this book review resource. Ms. Rokosz and Ms. Molittor said they would need time to review the resource before making a decision. The motion was tabled.

Ms. Thomas asked if the Library is a member of the American Library Association (ALA). Ms. Butcher responded she would have to check if we have an institutional membership with ALA.

PUBLIC COMMENT (Agenda Items Only)

Sylvia Zika, Blairstown Township, stated the Agenda was not posted 48 hours ahead of the meeting, so therefore the Library Commission was not in compliance with the Open Public Meetings Act. Ms. Butcher stated she posted the Agenda herself on Monday, October 21, 2024.

RESOLUTIONS

RESOLUTION 2024-14

An amendment to the Circulation Policy was requested, specifically limiting patrons from checking out both a hotspot and a tablet at the same time in order to provide services to as many patrons as possible.

On a motion by Ms. Thomas, seconded by Ms. Mollitor, a resolution to amend the Circulation Policy was approved.

Recorded Vote: Mr. Newbold, yes; Ms. Rokosz, yes; Ms. Mollitor, yes; Ms. Thomas, yes.

OLD BUSINESS

Status from By-Law Subcommittee: The Subcommittee has provided Ms. Butcher with a draft of the recommended updates to the by-laws, which she will review and hopefully discuss at the next meeting.

DIRECTOR'S REPORT

See attached Assistant Director's Report submitted by Jill Butcher.

NEW BUSINESS

None

CLOSING PUBLIC COMMENTS

Sylvia Zika, Blairstown Township, discussed her dislike of the online scheduling program for the small study room reservations, and her feeling about the computers in the study rooms regarding pop-ups and automatic shut-downs. She said there should be no time limits for using the small study rooms.

Sue Nordell, White Township, said she is a frequent user of the Library and stated how much she loves the Library and the Bring Your Own Book Club.

Philip Wooldridge, Liberty Township, commented on the suggestion of displaying the website, [booklooks.org](http://booklooks.org), saying if you're going to display one, you should display a list of different sites. He suggested a couple of sites and said he would follow up with a letter that includes sites he has used.

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Assemblywoman Dawn Fantasia, who represents two towns in Warren County, discussed her viewpoint on providing obscene materials to minors.

EXECUTIVE SESSION

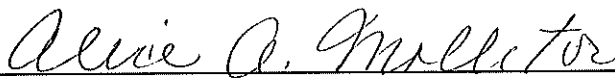
None

ADJOURNMENT

On motion by Ms. Rokosz, seconded by Ms. Thomas, and there being no further business before the board, the meeting was adjourned at 6:10 p.m.

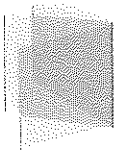
Recorded Vote: Mr. Newbold, Yes; Ms. Rokosz, Yes; Ms. Mollitor, Yes; Ms. Thomas, Yes.

I hereby certify the above to be a true copy of the Warren County Library Commission minutes of the date above mentioned.



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Alice A. Mollitor, Recording Secretary



# WARREN COUNTY LIBRARY

## Assistant Director's Report October 2024

The Booktober Reading Program this month has been well received by patrons of all ages. Just like the Summer Reading Program, the participation numbers are the highest in years. A simple paper reading log is being used and participants only have to mark off the days when they read. Each week they can bring in their logs to receive a small prize. In addition to the reading component, Booktober features a scavenger hunt, finding the library mascots, and fun programs.

We have held our first couple of planning meetings with ByWater, the company we are working with to implement our new ILS (integrated library system). At this time, we are working on a timeline for what specific tasks need to be completed over the next few months. Many of our upcoming meetings will be held along with representatives from the MAIN Library Alliance. I believe this will be beneficial as we can offer feedback and assistance to each other throughout this process.

At the beginning of this month, State Senators Andrew Zwicker and Anthony Bucco introduced Bill No. 3738. This bill provides a supplemental appropriation of \$500,000 to provide grants-in-aid funding to the Main Library Alliance. If passed, this funding would significantly reduce our cost for the set-up and conversion to the Koha ILS. Attached is a handout highlighting the advantages of having a unified library shared services system in northwestern New Jersey. This includes having access to over 4 million items throughout 7 counties, saving money on an ILS system, and increasing the services we offer to the community.

I am happy to announce that we have two new part-time library assistants starting soon. Ashley Dove will be working at the Southwest Branch and Gemma Mohan will be at the Northeast Branch. Both are recent college graduates with an interest in pursuing careers in public libraries. Ashley has a strong customer service background, and Gemma has experience planning and running youth programs and crafts at a local camp.

Next up in terms of hiring is the branch manager position for the Gardner Branch. We will soon begin advertising for this position. Kelly Durkin, the Catherine Dickson Hofman Branch manager, has additionally been serving as the interim Gardner Branch manager for a year now. Kelly has done a wonderful job handling both positions, but in the New Year she will need to devote her full attention back to CDH, especially with the branch reopening. Ideally we will have a branch manager for the Gardner Branch in place by the end of the year. This will allow time for Kelly to help train the new librarian before moving back to CDH full-time.

Respectfully submitted,  
Jill E. Butcher  
Assistant Director