

The Warren County Library Commission met in Regular Session at the Richard D. Gardner Branch, 2 Shotwell Drive, Belvidere, New Jersey on March 25, 2025, at 5:30 p.m.

The meeting was called to order by Chairperson Thomas and upon roll call, the following members were present: Chairperson Liza Thomas, Recording Secretary Deborah Pasquarelli, Ruth Kanyuck, and Tammy Koop. Also attending were Warren County Library Commission Attorney, Joseph Bell IV, and Library Director, Jill Butcher. There were approximately 35 members of the public in attendance, and the meeting was viewable in real-time via zoom.

After leading the flag salute, Ms. Thomas 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. Pasquarelli, seconded by Ms. Kanyuck, the minutes of Regular Session of February 25, 2025, were approved with minor changes.

Recorded Vote: Ms. Gerhardt, absent; Ms. Kanyuck, Yes; Ms. Koop, Yes;  
Ms. Pasquarelli, Yes; Ms. Thomas, yes.

#### FINANCIAL RESOLUTION

#### RESOLUTION 2025-F-04

On motion by Ms. Pasquarelli, seconded by Ms. Thomas, the Resolution to pay bills in the amount of \$668,335.04 was approved.

Recorded Vote: Ms. Gerhardt, absent; Ms. Kanyuck, Yes; Ms. Koop, Yes;  
Ms. Pasquarelli, Yes; Ms. Thomas, yes.

PUBLIC COMMENT (Agenda Items Only)

OLD BUSINESS

- a. Regarding the status of Library Commission By-Laws, the members named to this subcommittee, Ms. Thomas and Ms. Pasquarelli had not yet had the opportunity to meet to discuss the by-laws.
  
- b. The posting of meeting recordings and/or live-streaming meetings is in the discussion/research stage of costs and equipment and software selection. Bob Sidie, the head of County IT, is investigating. In the meantime, Zoom will continue to be used for meetings.

NEW BUSINESS

- a. Director Butcher stated the Assistant Director position is now posted. Ms. Thomas stated that there should be Commission members joining in on the interviews. A motion was made by Ms. Pasquarelli to form a subcommittee to interview candidates with Director Butcher. The motion was seconded by Ms. Thomas. The Commission members on this subcommittee will be Ms. Koop and Ms. Thomas.
  
- b. Following up on Ms. Pasquarelli's inquiry from the last meeting on the Circulation Policy of new magazines (periodicals), Director Butcher confirmed magazines can be checked out for two weeks, holds can be placed, and there can be two renewals unless there is a hold. Director Butcher also wanted to make note that the new ILS might change the circulation of magazines, as all the participating members will have to follow the same timeframe for checkouts, holds, and renewals across the system.

RESOLUTIONS

None

REPORTS AND COMMENTS

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

COMMISSIONER COMMENTS

- a. Ms. Thomas read a personal statement stating that she never wanted to ban books, and understands the angst with the issue.
- b. Ms. Thomas also stated that she had a walk-through at the new CDH building, and says it is beautiful.

CLOSING PUBLIC COMMENTS

- a. Anna Babitsky inquired about Booklooks.org being removed from the list of book review resources without discussion by the Commission.
- b. Sandy Roberts commented that the Library should remove Booklooks.org from its list of book review resources for patrons and provided a copy of a signed petition on behalf of herself and other members of the public in support of removal.
- c. Judy McDonnell commented relative to her support for the inclusion of Booklooks.org on the list of book review resources.
- d. Kelley Nemeckay stated that Booklooks.org should not have been on the list of book review sites and discussed an example of a book that she felt had been mischaracterized as obscene. She feels that public opinion should be considered in these decisions.
- e. Judy Freger commented with an analogy about making judgments on personal opinion in reference to the other comments relative to the book review resources.
- f. Teresa Esposito Jackson made a comment about maintaining awareness of matters potentially impacting the Library. She suggested that the Meeting Room Policy be revisited.
- g. Evie Roderer expressed concerns about the availability of certain library materials to children and discussed an example of a book she felt was inappropriate for children.

- h. Jodi Keggan spoke in favor of the petition discussed by Sandy Roberts and questioned the inclusion of certain book review resources on the Library list.

EXECUTIVE SESSION

None.

ADJOURNMENT

On motion by Ms. Thomas, seconded by Ms. Koop, and there being no further business before the Commission, the meeting was adjourned at 6:50 p.m.

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



Deborah Pasquarelli  
Recording Secretary

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# WARREN COUNTY LIBRARY

## Director's Report March 2025

Our membership to join MAIN was officially approved on March 28. Over the next year we will be adding new services in coordination with MAIN. The first big change is our migration to the new integrated library system (ILS), Koha. Our go-live date for Koha is May 5. From the evening of May 2 through the morning of May 5, the public catalog and staff modules will be unavailable. Staff will use an offline circulation module that weekend. In preparation for this migration, we are implementing a holds embargo. No holds will be able to be placed by the public from April 14 to May 7. Also, patrons that opted to record their loan histories in our current ILS, will not have those histories transferred to Koha. We are working on a procedure where patrons can contact us for copy of their loan histories before we make the big switch.

Work on the Catherine Dickson Hofman Branch is moving along quickly. Shelving and furniture are currently being installed. The materials stored at the Southwest Branch are scheduled to be moved back to CDH mid-April. Our staff will begin processing CDH's items, which are integrated into the branches' collections, next week. We have scheduled extra staff at CDH for late April to help re-shelve those 12,500 items. Moving our equipment is also scheduled for that time period. The temporary location in Hope will close on April 30 and the official re-opening of CDH will be by May 10. An open house for the public is being planned for that Saturday.

Makers Day, held last Saturday, was again a very successful event for us. Almost 900 people visited the library. I dropped by all three branches and spoke with many happy patrons who love this event. Each year our staff comes up with new and exciting, hands-on STEM projects. I want to congratulate and thank our staff, especially our library associates, who spend months planning for Makers Day. Additionally, I want to thank the many volunteers who set up stations on robotics, hydrogen powered cars, using compasses, building birdhouses, spin art, weaving, buoyancy, and gardening.

The Librarian 1 position has been filled. Courtney Butrymowicz, a CDH senior library assistant with us for the past 3 years, has accepted the position. Her main tasks will focus on marketing, staff training, and local history research. In addition to these tasks, she will continue to help with coverage at the CDH and Northeast Branches until we hire more staff. Part-time library assistant positions have been posted for all four branches.

On March 14, President Trump signed an Executive Order reducing the functions of the Institute of Museum and Library Services (IMLS), which provides federal funding for libraries through state grants. The New Jersey State Library (NJSL) received approximately \$4.5 million from the IMLS last year. The NJSL services we use the most are statewide interlibrary loan, statewide databases and e-resources, and technology services and infrastructure. At this time, the NJSL is not speculating about the potential impact this reduction or elimination in funding could have. However, they are reviewing their funding sources and priorities and are working through various scenarios in preparation.

Respectfully submitted,  
*Jill E. Butcher*  
Director