

MINUTES

Warren County Library Commission

OCTOBER 28, 2025

The Warren County Library Commission met in Regular Session at the Richard D. Gardner Branch, 2 Shotwell Drive, Belvidere, New Jersey on October 28, 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 Elizabeth Thomas, Vice Chairperson Cathleen Gerhardt, Ruth Kanyuck, Deborah Pasquarelli, and Tammy Koop. Also attending were Warren County Library Commission Attorney, Joseph Bell IV, Library Director Jill Butcher, and Assistant Library Director Matthew Rothfuss. There were approximately 15 members of the public in attendance, and 7 attendees 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. Koop, seconded by Ms. Gerhardt, the minutes of Regular Session of September 23, 2025, were approved.

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

FINANCIAL RESOLUTION

RESOLUTION 2025-F-09

On motion by Ms. Kanyuck, seconded by Ms. Koop, the Resolution to pay bills in the amount of \$98,372.05 was approved.

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

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COMMUNICATIONS

- a. Email from Sandy Roberts Inquiring about June's minutes.

PUBLIC COMMENT (Agenda Items Only)

None.

OLD BUSINESS

- a. Regarding the status of Library Commission By-Laws, the subcommittee members stated they had the next draft completed and were reviewing the draft with the Library Commission Attorney after this meeting.

NEW BUSINESS

- a. Ms. Pasquarelli asked Ms. Butcher to prepare a budget proposal for FY2026.

RESOLUTIONS

None.

REPORTS AND COMMENTS

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

COMMISSIONER COMMENTS

None.

CLOSING PUBLIC COMMENTS

- a. Judy McDonnell- Liberty Twp. – Presented her research on where MAIN libraries place certain books in their collections and said she found disparities in where books are located. She asked why one book was placed in our teen section, but the other MAIN libraries had it in the adult section.
- b. Mary Ann Boyd- Knowlton Twp. – Expressed her belief that there are books in the library written for a mature audience and not for children and young teens under 18. Children and young teens are not yet developed enough emotionally

and physically to understand what they are seeing and reading, and these materials should be moved to the adult section.

- c. Judith Freger- Hackettstown- Offered to volunteer to help the library staff process incoming orders.
- d. Kelley Nemeckay – White Twp. – Asked when the public will see a draft of the by-laws. Thanked the Commission for including public correspondence in the agenda, and said she’d like to see a summary of correspondence in the future.
- e. Teresa Esposito Jackson – Washington Twp. – Said she appreciated the Commission including Communications in the agenda and asked for a summary in the future. Requested that the public be allowed to see and comment on the by-laws before they are voted on.
- f. Anna Babitsky- Hackettstown- Expressed her disappointment that the last meeting was held on Rosh Hashanah and a police officer is now in attendance at the meetings. Echoed her belief that the by-laws should be available to the public for comment, and children need access to accurate sex education materials.

EXECUTIVE SESSION

None.

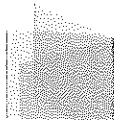
ADJOURNMENT

On motion by Ms. Koop, seconded by Ms. Kanyuck, and there being no further business before the Commission, the meeting was adjourned at 6:05 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



WARREN COUNTY LIBRARY

Director's Report

October 2025

This month we received the terrible news that our long-term vendor, Baker & Taylor, has ceased operations and let go over 500 employees, including staff we have worked with closely for years. Baker & Taylor was the largest supplier of materials to libraries in the U.S, including hundreds of N.J. libraries. They had been our primary vendor for over 30 libraries and provided us not only with physical materials, but standing orders, MARC records, and processing.

The majority of our items on order with Baker & Taylor were for print books. Ninety-nine percent of those orders have been cancelled automatically. We are still receiving a few items that are in stock at their warehouses. Matthew Rothfuss, our assistant director, has been working with two other book wholesalers, Brodart and Ingram, to get us set up for online ordering and shelf-ready materials. We are hopeful that we will have Brodart set up around the end of this year and Ingram will be available in February 2026.

In the meantime, we have been ordering some newer materials from Amazon and relying on our fellow MAIN libraries who used other vendors to keep our patrons well supplied with library materials. Our staff is now processing the materials, which is time consuming, but hopefully it will only be for a short time period. We have also taken advantage of MAIN's great cataloging services for member libraries.

It's Booktober time once again at all of our branches, and we changed it up this year. Participants can select from a variety of themed bookmarks that are continually changing. Each bookmark has 8 reading-related activities listed. Once 5 of the activities have been completed, participants receive a ticket to enter a prize giveaway. Booktober will run through November and people of all ages can enter multiple times.

We are transitioning from our standalone library app to the MAIN Library Alliance app. Fortunately our current app is from the same company that developed the MAIN app. Thus, the transition was quick and painless and the app looks the exact same. We have just begun a publicity campaign to encourage patrons to switch to the new app over the next couple of months before the current app disappears. By switching to the MAIN app, we will be saving approximately \$5000 annually.

This fall we launched a new digital resource called Educate Station. It's a curriculum resource created by educators for pre-K through 5th grade with ready-to-use worksheets, hands-on activities, and learning plans. It has a user-friendly interface with a simple keyword search or menus by grade level for lesson plans and works. Educate Station is accessible both remotely and from within the library. Staff has been promoting this new resource to families, schools, and homeschool co-ops.

Respectfully submitted,

Jill E. Butcher

Director