

## MINUTES

Warren County Library Commission

November 25, 2025

The Warren County Library Commission met in Regular Session at the Richard D. Gardner Branch, 2 Shotwell Drive, Belvidere, New Jersey on November 25, 2025 at 5:35 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, Deborah Pasquarelli, and Tammy Koop. Also attending were Warren County Library Commission Attorney, Joseph Bell IV, Library Director Jill Butcher, Assistant Library Director Matthew Rothfuss and Administrative Secretary Jennifer Fornaro. There were approximately 20 members of the public in attendance, and 5 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 October 28, 2025, were approved.

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

### FINANCIAL RESOLUTION

#### RESOLUTION 2025-F-10

On motion by Ms. Koop, seconded by Ms. Pasquarelli, the Resolution to pay bills in the amount of \$107,931.58 was approved.

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

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### COMMUNICATIONS

- a. Email from Chris Dimitriou inquiring about a library card for a teacher.

### PUBLIC COMMENTS (Agenda Items Only)

- a. Sandy Roberts – Blairstown Twp. – Asked for more information regarding the resolutions on the agenda, specifically the operating budget and Accessibility Policy.
- b. Teresa Esposito Jackson – Washington Twp. – Requested an update on the status of the by-laws. Expressed her concerns regarding public comments not being fully represented in the meeting minutes.
- c. Kelley Nemeckay – White Twp. – Expressed her concerns regarding public comments not being fully represented in the meeting minutes.

### OLD BUSINESS

- a. Regarding the status of the Library Commission By-Laws, the subcommittee members stated they are reviewing the draft with the Library Commission Attorney after this meeting.

### NEW BUSINESS

None.

### RESOLUTIONS

#### **Resolution 2025-06**

On a motion by Ms. Gerhardt, and seconded by Ms. Koop, a resolution to hold the Annual Reorganization Meeting on January 6, 2026, at 5:30 p.m. at the Richard D. Gardner Branch was approved.

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

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*Fun Home* was shelved in the teen section. She asked the Commission to consider discussing this book further.

- b. Mary Ann Boyd- Knowlton Twp. – Complimented the great photos and interesting information presented by Len Rue Jr. during his Delaware Water Gap presentation at CDH on November 12<sup>th</sup>. She expressed how these kinds of programs could be educational and beneficial to the younger people.

### EXECUTIVE SESSION

On motion by Ms. Pasquarelli, seconded by Ms. Gerhardt, a resolution authorizing Executive Session of the Warren County Library Commission providing for a meeting not open to the public in accordance with the provisions of the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-12 at 6:20 p.m.

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

Matters relating to contract negotiation and matters involving appointment of public officers were discussed.

On motion by Ms. Gerhardt, seconded by Ms. Koop, the Commission adjourned Executive Session and returned to Open Session at 6:31 p.m.

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

### ADJOURNMENT

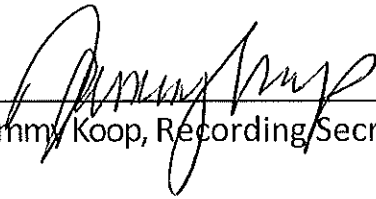
On motion by Ms. Koop, seconded by Ms. Gerhardt, and there being no further business before the Commission, the meeting was adjourned at 6:39 p.m.

MINUTES

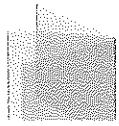
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November 25, 2025

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

  
\_\_\_\_\_  
Tammy Koop, Recording Secretary

Amended March 24, 2026 Meeting



# WARREN COUNTY LIBRARY

## Director's Report November 2025

Earlier this month we welcomed Jennifer Fornaro to our team as our new administrative assistant. She has been working closely with Amy Rodriguez, our Principal Payroll Clerk, to learn the ins and outs of the position along with reviewing the mountain of paperwork and policies from the county. Jennifer helped with this month's packet of information you received. By next year's Reorganization Meeting, I anticipate that Jennifer will be handling most of the documents in the packet and the quorum emails. For now, a great deal of her time is being spent unpacking our book deliveries, verifying we received the right titles and quantities, and dividing the items up by branch.

The Northeast Branch has a newly paved and painted parking lot. A handicap ramp was also added to the side entrance of their meeting room. This allows handicap individuals to access early voting when the branch is closed to the public. If needed, we could use the ramp as well for library programs although currently handicap individuals just access that space through the library.

The CDH parking lot lights have been fixed so they now turn on at night. Utility shelving was also installed in their storage room. They can now make better use of that space and organize their various supplies, equipment, and decorations. In 2026, we are hoping to install acoustic tiles, including ones that possibly create a mural, in the children's room to hopefully reduce noise levels. The architect is also designing book shelf covers for the radiators as we currently cannot use them without having some sort of safety covers. We also need to investigate installing blinds on the high windows near the circulation desk. At certain times, the light from those windows blinds staff and patrons and also renders our barcode scanners useless.

We celebrated Children's Book Week the first week of this month. The staff had fun putting up special book displays and creating posters with some of their favorite children's books. During this week, children could enter to win a special bundle of books by Dav Pilkey, best known for the *Captain Underpants* and *Dog Man* series. We also distributed Dav Pilkey coloring pages.

We have begun advertising that we are switching from CloudLibrary to Libby, which is the e-book and e-audiobook service used by the other MAIN libraries. The go-live date for Libby is January 6. Matthew Rothfuss has been working with both companies to transfer our remaining licenses to Libby. Unfortunately, we cannot transfer patrons' holds from the old service to the new service. Thus, patrons need to save a list of titles they currently have on hold in CloudLibrary so they can place those holds again in Libby. Through Libby, our patrons will have access to 6000 digital magazines and 30,000 additional titles. Additionally, the number of holds they can place and number of titles they can check out concurrently will both increase to 10.

Respectfully submitted,

*Jill E. Butcher*

Director