

## MINUTES

Warren County Library Commission

January 27, 2026

The Warren County Library Commission met in Regular Session at the Richard D. Gardner Branch, 2 Shotwell Drive, Belvidere, New Jersey on January 27, 2026, at 5:33 p.m.

The meeting was called to order by Chairperson Pasquarelli and upon roll call, the following members were present: Chairperson Deborah Pasquarelli, Vice Chairperson Elizabeth Thomas, Cathleen Gerhardt, 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 21 members of the public in attendance, and 12 attendees via Zoom.

After leading the flag salute, Ms. Pasquarelli 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 November 25, 2025, were approved.

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

On motion by Ms. Thomas, seconded by Ms. Koop, the minutes of Reorganization Meeting Session of January 6, 2026, were approved.

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

FINANCIAL RESOLUTION

RESOLUTION 2026-F-02

On motion by Ms. Thomas, seconded by Ms. Koop, the Resolution to pay bills in the amount of \$91,846.22 was approved.

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

COMMUNICATIONS

None

PUBLIC COMMENT (Agenda Items Only)

On motion by Ms. Gerhardt, seconded by Ms. Koop, to approve opening the meeting to Public Comments on Agenda Items.

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

- There were no comments from the Public.

On motion by Ms. Thomas, seconded by Ms. Koop, to approve closing the meeting to Public Comments on Agenda Items.

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

OLD BUSINESS

a. Library Commission By-Laws-Status – Still have an open item related to

livestreaming and recording meetings that needs to be addressed.

NEW BUSINESS

None

RESOLUTIONS

**RESOLUTION 2026-04**

On motion by Ms. Thomas, seconded by Ms. Gerhardt, the Resolution to close the library for staff training on March 11, 2026.

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

**RESOLUTION 2026-05**

On motion by Ms. Gerhardt, seconded by Ms. Thomas, to amend the MAIN Annual Membership Agreement to include the total pricing of \$97,500.00.

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

On motion by Ms. Thomas, seconded by Ms. Koop, the Resolution to approve the modified MAIN Annual Membership Agreement.

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

REPORTS AND COMMENTS

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

COMMISSIONER COMMENTS

None

CLOSING PUBLIC COMMENTS

On motion by Ms. Koop, seconded by Ms. Thomas, to approve opening the meeting to Public Closing Comments.

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

- a. Sandy Roberts - Blairstown Twp.-Commented on the By-Laws update. Concerned that the Public may not be able to view the updated By-Laws prior to voting.
- b. Anna Babitsky – Hackettstown – Concerned regarding the By-Laws not being viewed by the Public prior to voting.
- c. Teresa Esposito Jackson – Washington Twp.-Complimented MAIN & Libby. Concerned with the voting of the By-Laws prior to the Public being able to view and comment on them. Provided documentation regarding By-Laws and how they should, by law, be provided in writing at least one month prior to voting.
- d. Sarah Hare – Hope Twp. -Thanked the Library and Director for the fine work that is going on at the Libraries. Thanked the Friends of the Library. Expressed her concern regarding the By-Laws not being viewed by the Public prior to voting.
- e. Dana Caulkin – BlairstownTwp. – Commented on how she was very happy with the CDH Branch. Inquired about applying to be a member of the Library Commission.

On motion by Ms. Thomas, seconded by Ms. Koop, to approve closing the meeting to Public Closing Comments.

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

EXECUTIVE SESSION

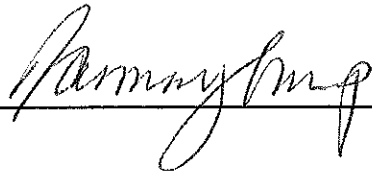
None

ADJOURNMENT

On motion by Ms. Koop, seconded by Ms. Pasquarelli, and there being no further business before the Commission, the meeting was adjourned at 6:28 p.m.

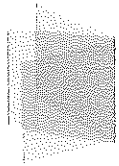
Recorded Vote: Ms. Gerhardt, Yes; Ms. Koop, Yes;  
Ms. Pasquarelli, Yes; Ms. Thomas, Yes.

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



---

Tammy Koop  
Recording Secretary



# WARREN COUNTY LIBRARY

## Director's Report January 2026

There were many reasons for the Library to celebrate in 2025. Reopening the Catherine Dickson Hofman Branch was a major event after being closed for 18 months. Patrons continue to compliment the renovated facility and monthly door counts average about 4200 a month. With CDH reopening and joining MAIN, our circulation jumped by 32%. Door counts were up 15%. Usage of our app was up 23%. We added digital access to the Wall Street Journal and Educate Station. In addition, staff did a great job of planning programs, trivia contests on social media, and a staff reading challenge to celebrate Warren County's Bicentennial.

We also faced a few challenges in 2025. Learning an entirely new integrated library system took a great deal of time and patience for the staff. However, I believe they are much more comfortable with it now. Adjusting to the changes of joining a large cooperative, the MAIN Library Alliance, also took time. The sheer quantity of items our staff handled, and continues to handle, was a difficult change. We continue to make improvements to the physical space for processing the incoming and outgoing items to make the procedure more efficient.

One of our biggest challenges was losing our book vendor, Baker & Taylor, after 30+ years. As you know, we immediately began working with Brodart to set up ordering. However, in the middle of December, we received disappointing news that Brodart was delaying the onboarding of any new clients. Even though we had a confirmed January 1<sup>st</sup> start date, they were placing us on their waiting list. We switched gears at that point and began setting up an account and book processing specifications with Midwest Library Services. The librarians have received training on ordering through Midwest Library's interface and test orders have been placed.

In just the first month of 2026, we have already added two new ebook services. Libby has been released to the delight of many patrons, especially our Kindle Paperwhite users. This is the ebook service with the most name recognition among library patrons, and they have been asking us about it for years. Not only do our patrons have access to our ebook collection, but the collections of the other MAIN libraries. Lote4Kids was also launched earlier this month. This service for children offers read-a-loud audio-picture books and interactive learning materials in over 100 different languages.

Looking further ahead for 2026, we will be offering digital museum passes again through MuseumKey. We want to thank the Friends of the Library and CDH's Trustees for purchasing the passes. Staff will be finishing up the system-wide inventory to give us a more accurate reflection of our collection. Our programming staff has already scheduled some special events to celebrate America's 250<sup>th</sup> Birthday including NJ's Revolutionary Rivals and the Founding Mothers.

Respectfully submitted,

*Jill E. Butcher*

Director