

MINUTES

Warren County Library Commission

February 24, 2026

The Warren County Library Commission met in Regular Session at the Richard D. Gardner Branch, 2 Shotwell Drive, Belvidere, New Jersey on February 24, 2026, at 5:31 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 18 members of the public in attendance, and 9 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. Thomas, seconded by Ms. Koop, the amended 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. Gerhardt, the minutes of Regular Session of January 27, 2026, were approved.

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

FINANCIAL RESOLUTION

RESOLUTION 2026-F-03

On motion by Ms. Koop, seconded by Ms. Thomas, the Resolution to pay bills in the amount of \$71,147.18 was approved.

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

COMMUNICATIONS

An email from Judith Freger on 1/27/26 requesting the draft by-laws be posted for review by the public.

PUBLIC COMMENT (Agenda Items Only)

On motion by Ms. Thomas, seconded by Ms. Gerhardt, 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. Koop, seconded by Ms. Thomas, 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.

MINUTES

Warren County Library Commission

February 24, 2026

OLD BUSINESS

- a. Library Commission By-Laws-Status – Hard copies of the proposed amended By-Laws were distributed to the Commissioners at the meeting. Approval of these By-Laws will be scheduled for a vote at the March 24, 2026 meeting.

NEW BUSINESS

None

RESOLUTIONS

None

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 and how there is very little information on the changes to be made. Expressed her concerns regarding the accountability and communication from the Commission to the public.
- b. Michelle St. Andre – Knowlton Twp. – Expressed her concerns regarding the By-Laws not being posted to be viewed and commented on by the public prior to

MINUTES

Warren County Library Commission

February 24, 2026

voting.

- c. Mary Cody – Blirstown Twp. – Expressed her disappointment that the By-Laws were not read during this current meeting, and her concerns about the public being able to comment on the By-Laws prior to voting.
- d. Teresa Esposito Jackson – Washington Twp.- Expressed her concerns with the voting on the By-Laws prior to the public being able to view and comment on them. She commented on what she heard about the 11/25/25 Executive Session and interpreted as the Commission’s disdain for the public and a violation of NJ’s Sunshine Law.
- e. Angie Bajar – Blirstown Twp. – Thanked the CDH staff for being welcoming and offering a diverse children’s collection. Inquired about the status of appointing a new Commissioner member. Expressed her concerns regarding the By-Laws status and changes being made.

On motion by Ms. Koop, seconded by Ms. Thomas, 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. Gerhardt, seconded by Ms. Thomas, and there being no further business before the Commission, the meeting was adjourned at 6:14 p.m.

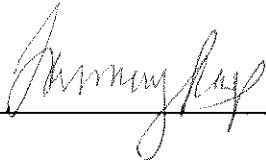
Recorded Vote: Ms. Gerhardt, Yes; Ms. Koop, Yes;
Ms. Pasquarelli, Yes; Ms. Thomas, Yes.

MINUTES

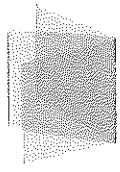
Warren County Library Commission

February 24, 2026

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 February 2026

Four staff members attended the NJ library Association Conference in Atlantic City last week. This was the largest number of employees we have sent in over 25 years. As we continue to push the importance of continuing education, I was pleased with this attendance. The staff toured the exhibit hall and met with various books vendors and attended sessions on topics including information literacy, new library materials and technology, youth programs, marketing, and readers' advisory. Their favorite part seemed to be the closing keynote presentation by Mychal Threets, a librarian well known for his viral videos and the new host of *Reading Rainbow*.

We received our first shipment of books from Midwest Library Services. They were fully processed with correct labels, call numbers, and property stamps. However, they were all shipped to the CDH Branch instead of being split up and shipped to all of our branches. That hiccup has hopefully been handled. We will know for sure when they send us this week's delivery. Next week our librarians are being trained on entering their Midwest Library orders into our ILS, Koha. This new procedure will automatically generate records in our catalog along with on order items, which will allow patrons to quickly start placing holds on these items.

The late January snowstorm wreaked havoc with the Gardner Branch. When temperatures rose and the snow started melting, ice formed on the roof and gutters. We found 10 different leaks in the building. We had to close down part of the reference room and one small study room for over a week. Buildings & Grounds replaced the saturated ceiling tiles and vacuumed up the water, but there wasn't much more they could do. With no access to that branch's roof or gutters, we just had to let the leaks run their full course for a few days. Fortunately, there were no new leaks at the CDH Branch after that storm.

Despite a few snowy and icy days, we had fairly good attendance at system-wide programs over the past month. As you may have spotted on our social media accounts, we hosted a Stuffie Sleepover. Children dropped off their stuffed animals for an overnight sleepover. Their stuffies participated in all kinds of shenanigans, including playing piano and going on a sledding adventure. We had waiting lists for the clay pottery, paper roses, and cookie decorating classes. And as usual, the Ladies Night Out of Pampering event was a big success.

Next month we hold what one staff member has dubbed the Library's Super Bowl. On Saturday, March 21, all of our branches will be participating in NJ Makers Day. This is our biggest annual event with over 750 people usually attending. Staff have planned various STEAM (science, technology, engineering, arts, mathematics) stations including ones on holograms, wave machines, floating butterflies, pom-pom launchers, and water xylophones. We also have volunteer-run stations with wood working, painting, marble runs, and weaving.

Respectfully submitted,
Jill E. Butcher
Director