

The Warren County Library Commission met in Regular Session at the Richard D. Gardner Branch, 2 Shotwell Drive, Belvidere, New Jersey on March 24, 2026, at 5:30 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.

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. Gerhardt, 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. Pasquarelli, seconded by Ms. Koop, the minutes of Regular Session of February 24, 2026, were approved.

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

## MINUTES

Warren County Library Commission

March 24, 2026

On motion by Ms. Koop, seconded by Ms. Gerhardt, the minutes of Executive Session of November 25, 2025, were approved.

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

### FINANCIAL RESOLUTION

### RESOLUTION 2026-F-04

On motion by Ms. Gerhardt, seconded by Ms. Thomas, the Resolution to pay bills in the amount of \$207,551.09 was approved.

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

### COMMUNICATIONS

- a. 2/25- Paul Mulligan- Expressed his belief that amended by-laws need to be submitted in writing at the prior meeting, per current By-Laws. Thus, the earliest vote on the amended By-Laws would be in April.
- b. 2/27- Julien Smith- Requested recording of February meeting.
- c. 3/1- Julien Smith- Requested recording of February meeting.
- d. 3/7- Sandy Roberts- Inquired when the February meeting would be posted.
- e. 3/17- Melissa Czapalicki- Asked about holding a NJ Civil Service Commission meeting at CDH or Northeast.
- f. 3/19- Kelley Nemeckay- Inquired about viewing the livestream of the March meeting.
- g. 3/22- Logan Schneider- Asked for a response to what was said in November's Executive Session. Asked why \$40,000 was budgeted for the lawyer. Asked why the Circulation Policy wasn't mentioned at a prior meeting.
- h. 3/22- Angeline Bajar- Asked for a response to what was said in November's Executive Session. Asked why \$40,000 was budgeted for the lawyer. Asked why the Circulation Policy wasn't mentioned at a prior meeting.
- i. 3/23- Sarah Rivera- Asked for a response to what was said in November's Executive

Session. Asked why \$40,000 was budgeted for the lawyer. Asked why the Circulation Policy wasn't mentioned at a prior meeting.

- j. 3/23- Sarah Hare- Asked to define "true and accurate record" in the By-Laws. Asked if Correspondence will be read aloud and in full at meetings. Asked what "periodic audits" in the By-Laws refers to.

#### PUBLIC COMMENT (Agenda Items Only)

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

- a. Teresa Esposito Jackson - Washington Twp.- Expressed her concerns about Section 4 of the revised By-Laws allowing for the Chair to omit certain sections of the agenda (i.e.- Public Comments and Communications) and Section 11 limiting Public Comments to one hour. Expressed her concerns that the revised Rules of Conduct and Decorum exclude remote meeting participation and reading communications aloud. Commented on November 25, 2025, Executive Session meeting minutes not being factual or accurate.
- b. Megan Rymon - Franklin Twp.- Spoke of the 5:30pm meeting time making it hard for the public to attend, and the online viewings of the meetings no longer allow for participation virtually. She said online viewing and participation should be included in the By-Laws.
- c. Angie Bajar - Blairstown Twp.- Asked why the Commission has not commented on what they said during the November 25, 2025, Executive Session. Asked why all Correspondence is not being read aloud. Expressed her concerns that the revised By-Laws limit Public Comments to one hour and the Public Comments section can be removed from the agenda. Spoke about the 5:30pm meeting time being inconvenient for people to attend.
- d. Sara Hare - Hope Twp. – Requested the revised By-Laws say annual audit instead of periodic audit. Referring to Article 3, Section 8 in the revised By-Laws, asked if public statements made during Public Comments will be fully and accurately recorded in the minutes or summarized to accurately capture the full messages. Asked if Executive Sessions will be recorded in a true and accurate manner in the

minutes. Referring to Article 4, Section 4(h), asked if Correspondence will be read in full, and if not, why.

- e. Chris Marchello -White Twp. – Spoke of his concerns that the revised By-Laws allow for Public Comments and Correspondence to be removed from the agenda. Asked what steps the Commission will take to ensure the public will be allowed to speak at future meetings.

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

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

#### OLD BUSINESS

- a. Library Commission By-Laws

Ms. Pasquarelli commented the By-Laws for other groups, with which she has been involved, have been changed as needed. She said she envisions there will be a future meeting of the By-Laws Subcommittee.

#### NEW BUSINESS

- a. Rules of Conduct and Decorum Revision

Ms. Thomas said the Rules of Conduct and Decorum were being revised to be more consistent with the By-Laws and to take out the language that was established for NJ's emergency COVID order.

- b. Changes to Circulation Policy

Revising the Circulation Policy to be in line with the MAIN Library Alliance's Policies was discussed. A subcommittee consisting of Ms. Pasquarelli and Ms. Koop was created to explore this further.

- c. Library Membership Policy

Ms. Butcher brought up the possibility of offering courtesy cards to disabled veterans living in Warren County, but outside of the Library's service area, was discussed.

MINUTES

Warren County Library Commission

March 24, 2026

RESOLUTIONS

**RESOLUTION 2026-06**

On motion by Ms. Thomas, seconded by Ms. Koop, the Resolution to Amend the By-Laws of the Warren County Library Commission was approved.

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

**RESOLUTION 2026-07**

The Resolution to Amend the Rules of Conduct and Decorum for Public Meetings was tabled.

REPORTS AND COMMENTS

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

COMMISSIONER COMMENTS

Ms. Thomas commented she liked hearing a child recite the Pledge of Allegiance.

CLOSING PUBLIC COMMENTS

On motion by Ms. Gerhardt, 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 a pattern she has observed of the Commission distancing itself from the public. She asked for transparency and accountability from the Commission, and for them to invite public participation,

including online participation.

- b. Susan Nordell – White Twp. – Commented how wonderful the staff is at the RDG Branch. They are always helpful and she’s never experienced a negative incident with the staff.
- c. Teresa Esposito-Jackson – Washington Twp.- Commented on the success of Makers Day. Said she is hopeful the By-Laws will be amended as per some of the public’s concerns. Expressed her appreciation for tabling the Resolution Amending the Rules of Conduct and Decorum and hopes the public’s comments will be considered.

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

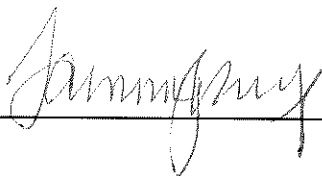
None

ADJOURNMENT

On motion by Ms. Koop, seconded by Gerhardt, and there being no further business before the Commission, the meeting was adjourned at 6:57 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.

A handwritten signature in cursive script, appearing to read "Tammy Koop", is written over a horizontal line.

Tammy Koop  
Recording Secretary

**THE WARREN COUNTY LIBRARY COMMISSION**

Warren County Library  
2 Shotwell Drive  
Belvidere, NJ 07823

**RESOLUTION**

**2026-06**

On a motion by Ms. Thomas, seconded by Ms. Koop, the following resolution was adopted by the Warren County Library Commission at the meeting held March 24, 2026.

**RESOLUTION AMENDING THE BY-LAWS OF  
THE WARREN COUNTY LIBRARY COMMISSION**

**WHEREAS**, the Warren County Library Commission has previously adopted the By-Laws of the Warren County Library Commission; and


**WHEREAS**, the By-Laws of the Warren County Library Commission were last amended on September 22, 2009; and

**WHEREAS**, the Warren County Library Commission desires to amend the By-Laws to clarify its role, how Committees are established, and how meetings are conducted; and establish budgetary procedures;

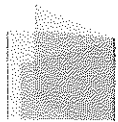
**NOW, THEREFORE, BE IT RESOLVED**, the Warren County Library Commission formally adopts the amended By-Laws.

**Poll:** Ms. Gerhardt,   Yes  ; Ms. Koop,   Yes  ;  
Ms. Pasquarelli,   Yes  ; Ms. Thomas,   Yes  

I hereby certify the above to be a true copy of a resolution adopted by the Warren County Library Commission on the date above mentioned.

  
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Tammy Koop, Recording Secretary

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# WARREN COUNTY LIBRARY

## Director's Report March 2026

Last Saturday was our 12<sup>th</sup> Annual NJ Makers Day. All four branches participated with over 45 stations run by staff and volunteers. We had 1200 people visit the Library that day. I had a wonderful time visiting all of the branches and loved seeing so many families enjoying the fun and creative STEAM stations. I want to thank all of our staff and the volunteers for running another successful Makers Day, which is our biggest single day event of the year. Our staff spends months planning this event and the public looks forward to it each year.

Staff Development Day went very well and was well attended with 93% participation. The feedback we received from staff was quite positive. They particularly enjoyed meeting staff from the other branches, exploring the new CDH, and the staff-led mini training sessions highlighting our Library of Things, databases, Koha, reader's advisory, mobile printing, technology troubleshooting, and early literacy. Many commented on learning new tips they can use in their everyday tasks and developing new ideas for possible services. I believe we will follow a similar format for next year's development day since it was so well received.

This month we have changed how people can view the Library Commission meetings remotely. Instead of pre-registering to view the meetings through Zoom, people can simply go to the Library's website and view a livestream of the meeting. No registration is needed. County IT has set us up with the equipment needed along with a Vimeo for Streaming account. If you have watched any of the County Commission meetings, this is the same setup they use. The meeting recording will be available on the Library's website for approximately 3 weeks or 1 week before the next meeting.

Last week at a MAIN meeting, it was mentioned that there is a new state aid regulation in 2026 for continuing education hours for Library Commissioners and Trustees. Only a couple of library directors were aware of this change. Thus, I confirmed with the State Librarian, Jen Nelson, that Library Commissioners now need to complete a minimum of 2 continuing education hours each to qualify for state aid. Please check your email for training sessions offered by the NJ Library Trustee Association. Your 2026 memberships to NJLTA were renewed. Also, the NJ State Library offers various continuing education opportunities at [https://www.njstatelib.org/services\\_for\\_libraries/cetraining/](https://www.njstatelib.org/services_for_libraries/cetraining/)

We continue to tweak how we handle the materials being delivered to us from other MAIN libraries and the materials we are sending to them. At the Gardner Branch, we have slightly changed the layout of the circulation office downstairs. We moved the delivery bins closer to the staff door to make the delivery easier for the driver, removed a desk to create space for our internal bins, and labeled the shelving above the processing countertop to more efficiently sort materials. Additionally, we have recently added a fifth day each week for the delivery and pickup of materials. This has helped to more evenly distribute the number of items our staff is handling.

Respectfully submitted,

*Jill E. Butcher*

Director