

DRAFT

WARREN COUNTY LIBRARY COMMISSION
REGULAR MEETING AGENDA
Tuesday, January 27, 2026 – 5:30 p.m.
Richard D. Gardner Branch

1. Call to Order by Chairperson
2. Roll Call:
 - Ms. Gerhardt, ___; Ms. Koop, ___; Ms. Pasquarelli, ___;
Ms. Thomas, ___;
3. Pledge of Allegiance
4. Open Public Meetings Act (Open Public Meetings Act, Chapter 231, P.L. 1975)
 - a. Adequate notice of this meeting of January 27, 2026 was given in accordance with the open public meetings act by forwarding a schedule of regular meetings of the Warren County Library Commission to the Warren County Clerk, the Star-Ledger and Daily Record and by posting a copy thereof on the bulletin board in the office of the Board of County Commissioners, and the office of the Warren County Clerk. Formal action may be taken by the Warren County Library Commissioners at this meeting. Public participation is encouraged. In order to assure full public participation, those individuals with disabilities who wish to attend the meeting should submit any requests for special accommodation one week in advance.
5. Approval of Minutes
 - a. November 25, 2025 Regular Meeting Minutes
 - b. January 6, 2026 Reorganization Meeting MinutesRecorded Vote: Ms. Gerhardt, ___; Ms. Koop, ___; Ms. Pasquarelli, ___; Ms. Thomas, ___;
6. Financial Resolutions
 - a. Resolution to pay bills (2026-F-02)Recorded Vote: Ms. Gerhardt, ___; Ms. Koop, ___; Ms. Pasquarelli, ___; Ms. Thomas, ___;

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7. Communications
8. Public Comments – Agenda Items Only
9. Old Business
 - a. Library Commission By-Laws- Status
10. New Business
11. Resolutions
 - a. Resolution to close the library for staff training on March 11, 2026 (2026-04)
 - b. Resolution to approve the MAIN Annual Membership Agreement (2026-05)
 - c. Resolution to amend the By-Laws of the Warren County Library Commission (2026-06)
12. Reports and Comments
 - a. Library Director
13. Commissioner Comments
14. Closing Public Comments
15. Executive Session
 - a. 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.
16. Adjournment

NOTICE: This Agenda is subject to change by order of the Warren County Library Commission before, and/or during the scheduled meeting.

The next regular meeting is scheduled for February 24, 2026 at 5:30 p.m.
at the Richard D. Gardner Branch.

Virtual links to view all meetings are posted on the Library Calendar.

THE WARREN COUNTY LIBRARY COMMISSION

Warren County Library
2 Shotwell Drive
Belvidere, NJ 07823

DRAFT

RESOLUTION
2026-04

On a motion by _____, seconded by _____, the following resolution was adopted by the Warren County Library Commission at the meeting held January 27, 2026.

RESOLUTION TO CLOSE THE LIBRARY FOR STAFF TRAINING

WHEREAS, the Library staff needs to keep abreast of new services and developments within the field; and

WHEREAS, the Library staff needs to complete a minimum number of training hours each year for the Library to qualify for state aid;

NOW, THEREFORE, BE IT RESOLVED by the Warren County Library Commission, that the Library be closed to the public on March 11, 2026, in order to hold a staff training day.

Poll: Ms. Gerhardt, _____; Ms. Koop, _____;
Ms. Pasquarelli, _____; Ms. Thomas, _____

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.

Tammy Koop, Recording Secretary

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THE WARREN COUNTY LIBRARY COMMISSION

Warren County Library
2 Shotwell Drive
Belvidere, NJ 07823

DRAFT

RESOLUTION

2026-05

On a motion by _____, seconded by _____, the following resolution was adopted by the Warren County Library Commission at the meeting held January 27, 2026.

RESOLUTION TO APPROVE THE MAIN ANNUAL MEMBERSHIP AGREEMENT

WHEREAS, MAIN (Morris Automated Information Network, d/b/a Main Library Alliance) was created by a group of libraries for the purpose of supplementing and enhancing a computerized integrated library system for member libraries; and

WHEREAS, the members of MAIN are libraries who are willing to share with other members of MAIN (hereinafter called the "Members") all or parts of their individual collections for reciprocal borrowing; and

WHEREAS, MAIN is a cost-effective method of increasing availability of materials to the patrons of the Members; and

WHEREAS, pursuant to the Bylaws of MAIN, each Member is asked to annually confirm their agreement to be a member of MAIN and to abide by the Bylaws, policies, and procedures of MAIN:

NOW, THEREFORE, BE IT RESOLVED, that the Warren County Library Commission

1. Confirms that the Library meets the qualifications of membership set forth in the Bylaws of MAIN; and
2. Agrees that the Library shall renew its membership in MAIN effective January 1, 2026; and
3. Agrees to release and hold harmless MAIN and its employees and contractors from any liability resulting from acts of the Member, other Members, and any third parties; and

4. Agrees that the Library shall abide by the Bylaws, policies, and procedures of MAIN.

Poll: Ms. Gerhardt, _____; Ms. Koop, _____;
Ms. Pasquarelli, _____; Ms. Thomas, _____

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.

Tammy Koop, Recording Secretary
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THE WARREN COUNTY LIBRARY COMMISSION

Warren County Library
2 Shotwell Drive
Belvidere, NJ 07823

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RESOLUTION
2026-06

On a motion by _____, seconded by _____, the following resolution was adopted by the Warren County Library Commission at the meeting held January 27, 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, _____; Ms. Koop, _____;
Ms. Pasquarelli, _____; Ms. Thomas, _____

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.

Tammy Koop, Recording Secretary

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