

DRAFT

**WARREN COUNTY LIBRARY COMMISSION
REGULAR MEETING AGENDA
Tuesday, March 24, 2026 – 5:30 p.m.
Richard D. Gardner Branch**

1. Call to Order by Chairperson
2. Roll Call:
 - Ms. Gerkhardt, ___; 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 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 (Amended)
Recorded Vote: Ms. Gerkhardt, ___; Ms. Koop, ___; Ms. Pasquarelli, ___; Ms. Thomas, ___;
 - b. February 24, 2026 Regular Meeting Minutes
Recorded Vote: Ms. Gerkhardt, ___; Ms. Koop, ___; Ms. Pasquarelli, ___; Ms. Thomas, ___;
 - c. November 25, 2025 Executive Session Meeting Minutes
Recorded Vote: Ms. Gerkhardt, ___; Ms. Koop, ___; Ms. Pasquarelli, ___; Ms. Thomas, ___;

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6. Financial Resolution

- a. Resolution to pay bills (2026-F-04)

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

7. Communications

8. Public Comments – Agenda Items Only.

The meeting is opened to the public for comments to be offered to share thoughts with the Library Commission. The Commission may or may not respond to the public comments at the time given. The Commission may address comments later in the meeting or at a subsequent meeting under “Old Business”.

9. Old Business

- a. By-Laws

10. New Business

- a. Rules of Conduct and Decorum Revision
b. Changes to Circulation Policy

11. Resolutions

- a. Resolution to amend the By-Laws of the Warren County Library Commission (2026-06)
b. Resolution to amend the Rules of Conduct and Decorum for Public meetings (2026-07)

12. Reports and Comments

- a. Library Director
b. Attorney-Changes in OPMA

13. Commissioner Comments

14. Closing Public Comments

The meeting is opened to the public for comments to be offered to share thoughts with the Library Commission. The Commission may or may not respond to the public comments at the time given. The Commission may address comments later in the meeting or at a subsequent meeting under “Old Business”.

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. to discuss_____

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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 April 28, 2026 at 5:30 p.m.
at the Richard D. Gardner Branch.

THE WARREN COUNTY LIBRARY COMMISSION

Warren County Library
2 Shotwell Drive
Belvidere, NJ 07823



RESOLUTION
2026-06

On a motion by _____, seconded by _____, 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, _____; 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

RESOLUTION

2026-07

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

**THE WARREN COUNTY LIBRARY COMMISSION
RULES OF CONDUCT AND DECORUM FOR PUBLIC MEETINGS**

WHEREAS, a majority of Americans believe that our society is increasingly uncivil, and this problem is particularly acute and particularly detrimental on a national, state and local political arena as work threatens government's ability to function effectively; and

WHEREAS, across the nation many counties, municipalities and local governments have adopted policies and rules to promote civility and maintain decorum at public meetings; and

WHEREAS, the Warren County Library Commission maintains its commitment to Constitutional principles of individual and equal rights of expression, robust debate and tolerance for disparate views; and

WHEREAS, adopting rules of decorum applicable to all public meetings will ensure that civic engagement continues to flourish at the Warren County Library Commission meetings.

NOW, THEREFORE, BE IT RESOLVED by the Warren County Library Commission, County of Warren, State of New Jersey, as follows:

1. Definitions: For the purpose of this Resolution, the following terms, phrases and words shall have the meaning as stated herein.
 - a. "Chair" shall mean the member of the Warren County Library Commission presiding over the conduct of the public meeting.
 - b. "Public Meeting" or "Meeting" shall mean any meeting of the Warren County Library Commission subject to the requirements of the Open Public Meetings Act, N.J.S.A. 10:4-6, *et seq.*
2. General. Any person may address the Warren County Library Commissioners on any subject of interest to the Warren County Library at a public meeting during a designated public comment period.
3. Manner of Addressing the Warren County Library Commissioners.
 - a. No person shall be permitted to address the Warren County Library Commissioners without first being recognized by the Chair.
 - b. Upon recognition by the Chair, each person wishing to address the Warren County Library Commission shall promptly leave the seating area and approach the podium or area designated, and state, for the record in an audible tone, their name and municipality of residence, the subject they wish to discuss and, if applicable, the group they are representing.
 - c. All comments, questions and remarks shall be addressed to the Warren County Library Commission generally and shall not be addressed to any member of the Warren County Library Commissioners individually, or any County employee, without permission of the Chair and, if applicable, the Library Commissioner to whom it is addressed.
 - d. No person other than the Chair, members of the Warren County Library Commission and the person having the floor shall be permitted to enter into any discussion without permission of the Chair.

- e. Any public comment portion of the meeting shall be limited to one (1) hour.
- f. All public comments, questions and remarks shall be limited to four (4) minutes per person per designated public comment period. No person shall be permitted to assign or give their time for public comment to any other person.
- g. After the close of the public comment portion of the meeting, no member of the public shall be permitted to address the Warren County Library Commission from the audience on any matter under consideration without first securing permission to do so.
- h. Notwithstanding anything herein to the contrary, the Warren County Library Commission may, at any time, temporarily waive, relax, or suspend any rule, procedural requirement or formalities pursuant to this Resolution by affirmative vote of a majority of the Commissioners in attendance.

4. Decorum

- a. Any member of the public making comments, or acting in a manner, that is disruptive to the orderly conduct of any meeting shall be called to order by the Chair. Disruptive comments and actions shall include sustained inappropriate statements and behaviors, such as, but not necessarily limited to, profanity, threats, defamatory statements, yelling, shouting, whistling, booing, hissing, incessant clapping, foot-stamping or stomping, intentional or repeated interruptions and other actions, statements or conduct which disrupt, disturb, obstruct or interfere with the orderly conduct of the public meeting.
- b. If, upon being called to order, such person continues to disrupt the meeting, the Chair may order the person to leave the meeting. If such person refuses to remove themselves from the meeting, the Chair may have the person removed.

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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