

**WARREN COUNTY LIBRARY COMMISSION  
REGULAR MEETING AGENDA  
Tuesday, April 28, 2026 – 5:30 p.m.  
Richard D. Gardner Branch**

1. Call to Order

2. Open Public Meetings Act Statement

(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, publication on the official Warren County website at <https://www.warrencountynj.gov/government/legal-notice> 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 Commission 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.

3. Roll Call

Ms. Gerkhardt, \_\_\_; Ms. Koop, \_\_\_; Ms. Pasquarelli, \_\_\_;  
Ms. Thomas, \_\_\_;

4. Pledge of Allegiance

5. Approval of Minutes of Prior Meetings

- a. March 24, 2026 Regular Meeting Minutes

Recorded Vote: Ms. Gerkhardt, \_\_\_; Ms. Koop, \_\_\_;  
Ms. Pasquarelli, \_\_\_; Ms. Thomas, \_\_\_;

6. Public Comments on Agenda Items Only

The meeting is opened to the public for comments to be offered to share thoughts with the Library Commission. Each speaker will have up to four (4)

minutes to comment. 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".

On motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the opening of Public Comments on Agenda Items Only, was approved.

Recorded Vote: Ms. Gerhardt, \_\_; Ms. Koop, \_\_;  
Ms. Pasquarelli, \_\_; Ms. Thomas, \_\_\_\_.

On motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the closing of Public Comments on Agenda Items Only, was approved.

Recorded Vote: Ms. Gerhardt, \_\_; Ms. Koop, \_\_;  
Ms. Pasquarelli, \_\_; Ms. Thomas, \_\_\_\_.

## 7. Resolutions - Financial

### a. Resolution to pay bills (2026-F-05)

Recorded Vote: Ms. Gerhardt, \_\_; Ms. Koop, \_\_;  
Ms. Pasquarelli, \_\_; Ms. Thomas, \_\_;

## 8. Communications to the Commissioners

## 9. Old Business

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

## 10. New Business

## 11. Resolutions - Other

- a. Resolution to amend the Rules of Conduct and Decorum for Public Meetings (2026-07)
- b. Resolution to amend the Library Membership Policy (2026-08)

## 12. Reports

a. Library Director

13. Public Comments – All Matters

The meeting is opened to the public for comments to be offered to share thoughts with the Library Commission. Each speaker will have up to four (4) minutes to comment. 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”.

On motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the opening of Public Closing Comments, was approved.

Recorded Vote: Ms. Gerhardt, \_\_\_; Ms. Koop, \_\_\_;  
Ms. Pasquarelli, \_\_\_; Ms. Thomas, \_\_\_\_\_.

On motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the closing of Public Closing Comments, was approved.

Recorded Vote: Ms. Gerhardt, \_\_\_; Ms. Koop, \_\_\_;  
Ms. Pasquarelli, \_\_\_; Ms. Thomas, \_\_\_\_\_.

14. Commissioner 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. to discuss \_\_\_\_\_.

16. Adjournment – By Vote of Commission

On motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the Adjournment of the April 28, 2026, regular meeting, was approved.

Recorded Vote: Ms. Gerhardt, \_\_\_; Ms. Koop, \_\_\_;  
Ms. Pasquarelli, \_\_\_; Ms. Thomas, \_\_\_\_\_.

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

**DRAFT**

The next regular meeting is scheduled for May 26, 2026, at 5:30 p.m.  
at the Richard D. Gardner Branch.

**DRAFT**

**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 April 28, 2026.

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

**WHEREAS**, rules of decorum and conduct applicable to all public meetings will ensure that civic engagement continues to flourish at the Warren County Library Commission meetings; and

**WHEREAS**, Governor Phil Murphy signed P.L. 2021, c. 103 and Executive Order No. 244 (2021) ending the COVID-19 Public Health Emergency; and

**WHEREAS**, remote protocols for Warren County Library Commission meetings are no longer necessary.

**NOW, THEREFORE, BE IT RESOLVED**, the Warren County Library Commission formally adopts the amended Rules of Conduct and Decorum for Public Meetings Policy.

**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.

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Tammy Koop, Recording Secretary

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**DRAFT**

**THE WARREN COUNTY LIBRARY COMMISSION**

Warren County Library  
2 Shotwell Drive  
Belvidere, NJ 07823

**RESOLUTION**

**2026-08**

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the following resolution was adopted by the Warren County Library Commission at the meeting held April 28, 2026.

**RESOLUTION AMENDING THE WARREN COUNTY LIBRARY MEMBERSHIP POLICY**

**WHEREAS**, the Warren County Library Commission recognizes the service and sacrifice of our County's disabled veterans; and

**WHEREAS**, the Warren County Library is pleased to provide educational and recreational materials, programs, and resources to the community; and

**WHEREAS**, the Warren County Library Commission wants to offer courtesy cards to disabled military veterans residing in Warren County, but outside of the Library's service area.

**NOW, THEREFORE, BE IT RESOLVED**, the Warren County Library Commission formally adopts the amended Library Membership Policy.

**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.

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Tammy Koop, Recording Secretary

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