

**West Milford Township Library
Board of Trustees
Regular Meeting
September 8, 2015**

September 8 2015: The regular meeting of the West Milford Township Library Board of Trustees was called to order at 7:29 PM by Dr. Joan Oberer in the Main Meeting Room at Town Hall.

Open Public Meetings Law

Dr. Oberer reviewed the announcement.

Roll Call of Members: The following Board and staff members were present:

Dr. Joan Oberer, President	Ricardo Pino, Director
Douglas Ott, Vice President	Gina Bencivenne
Andrew Gargano, Treasurer	
Nancy Gridley, Secretary	
Mayor Bettina Bieri	
James Rogers	
Gillian Hemstead	
Eugene Valenta	

Absent

Anthony Riscica, Superintendent of Schools

Public Present:

Ann Genader
Marty Tappan

Approval of Minutes

Gillian Hemstead motioned to approve the August 11, 2015 Regular Meeting minutes. Mayor Bieri seconded. All in favor, motion carried.

Public Petitions and Requests

None

Mayor Bieri motioned to close the public portion. Douglas Ott seconded. Dr. Joan Oberer closed the public petitions and requests portion of the meeting.

Director's Report

Facility:

- The Director has initiated planning discussions with the Township Administrator, Code Official, and Network Administrator to ensure the new library building will be properly wired and connected to the township network, unlike our current building.
- A faulty evaporator coil in one of our air conditioning units needs to be replaced, at a cost of \$2,475. The building repair/maintenance budget is adequately funded to cover the cost.
- On August 24, 2015, a child visiting the Children's Room fell backwards, resulting in a laceration. The Director thanked Trustees Nancy Gridley and Dr. Joan Oberer for assisting him while assessing the situation. An accident report was filed with the Township. The Director clarified

that the accident was not a result of unsecured furniture. However, it highlights the need to be more conscious of what children's furniture is selected for the new library, to minimize future incidents.

Personnel:

- Seven staff members, including the Director, attended an Employee Conduct and Violence Prevention workshop organized through the Township. The presenters forwarded the PowerPoint slides, which the Director will forward to all of the staff.
- Jane DeKnight from Library Administration has been cross-trained to work at the Circulation desk, covering most of the hours Kitty Heuer worked before she left, without having to hire additional personnel.

Service/Outreach:

- The latest Fine Print has been released. The current issue covers September/October, as opposed to previous seasonal issues.
- The Director has explored alternate forms of publicizing library events, and new building information, by meeting with Bob Nicholson from WM 77, and reaching out to WGHT Radio. Andrew Gargano commented that WGHT reported on the new library construction on their hourly newscast this very morning.

Institutional Membership:

- PALS Plus received eRate rebates for its member libraries. Our \$1,460.52 will be applied towards our PALS Plus dues and fees. This is the last year that PALS will prepare eRate applications for member libraries. According to PALS, the application will change next year to weigh more towards wireless technology. PALS suggested libraries hire a consultant to fill out the grant. Costs to prepare the grant versus rebate returns will be analyzed to determine whether there is an advantage to apply for the rebate.

James Rogers asked the Director to expand on what the staff learned from the Violence Prevention workshop. Key points of the presentation included:

- Remaining calm while speaking with 911, and providing as much useful information as possible
- Approaching first responders properly so as to not be identified as a threat
- Maintaining a constant personal and environmental awareness
- Recognizing that everyone is responsible for their own personal safety

The Library has emergency procedures in place. However, an active shooter situation needs its own set of guidelines. The Board asked the Director to work with the Police Department to help establish baseline procedures and train the staff. Dr. Oberer and Nancy Gridley detailed some of the safety procedures the Board of Education implemented with assistance from the Police Department.

Dr. Oberer also updated the Board on the timeline of the new building construction project, based on the Town Council's approval of the bond ordinance towards construction at their last Council meeting.

Committee Reports

Finance: Andrew Gargano, Chairperson, reported that the committee met on September 3, 2015:

- The Committee established procedures for signing off on payments for the new library construction project. The next step is to get the Township's feedback and agreement.
- The \$1.5MM down payment, and when to transfer to the Township, was questioned and discussed.
- The monthly bill list was discussed and approved for the Board's consideration.

New Building: Douglas Ott, Chairperson, reported that the committee met on September 8, 2015:

- The New Building Committee also discussed payment procedures for the new library construction project, and agreed with the Finance Committee's recommendations.
- The next step in the project is setting a date and list of whom to invite for the construction kick-off meeting. This meeting should establish the timeframe/project schedule, acquaint key personnel who have not yet met, and responsibilities moving forward.
- Andrew Gargano is further reviewing the technical specifications with an eye towards details that should be followed up on at the construction kick-off meeting.

Fundraising: Gene Valenta, Chairperson, reported that the committee met 4 times since the August Trustee meeting:

- The Committee and the Director drafted a fundraising letter to be sent to all the households in West Milford. The letter was presented to the Board for review and approval before it is sent out.
- After the fundraising letter goes out to residents, there will be a targeted approach to businesses in West Milford. The aforementioned letter will be modified for the business community.

Dr. Oberer commended the Committee for the level of activity and efforts.

Mayor Bieri recommended adding circulation/activity statistics to the letter to promote the vitality of the library's place in the community.

Unfinished Business

Andrew Gargano reintroduced the Capital Plan draft. However, the Director recommended tabling as the draft needed to be modified in light of changes in the capital project.

New Business

The New Jersey Library Trustee Association Fall Membership meeting is being held on Saturday, September 12, 2015. Andrew Gargano, Douglas Ott and James Rogers will attend. Each will receive two hours credit towards the state-mandated 7 hours of annual Trustee ongoing education. Dr. Oberer and Nancy Gridley will take webinars to finish satisfying the 7 hours mandate.

Andrew Gargano reminded the Board that a representative from the Board of Education has not attended Library Board meetings for an extended period of time. Discussion ensued as to options to remedy the situation.

Bill List

James Rogers motioned to approve the bill list. Douglas Ott seconded. All in favor, motion carried.

Public Petitions and Requests

Marty Tappan congratulated the Board on the new library construction approval, and reported that the sidewalk book sale is still going strong.

The Board thanked Marty in particular, and the Friends of the Library in general, for their continued support.

Dr. Joan Oberer closed the public session.

Douglas Ott motioned to go into Executive Session at 8:03 PM to discuss Public Security – Tactics and Procedures, and Contracts – New Building Construction Oversight. Mayor Bieri seconded. All in favor, motion carried.

Closed Session

James Rogers motioned to end Executive Session at 8:54 PM. Gillian Hemstead seconded. All in favor, motion carried.

Andrew Gargano motioned to approve Executive Session minutes of August 11, 2015. Douglas Ott seconded. All in favor, motion carried.

Date of Next Meeting

October 13, 2015

Adjournment

Mayor Bieri motioned to adjourn at 8:55 PM. Nancy Gridley seconded. All in favor, motion carried.

Minutes prepared and respectfully submitted by:

Regina Bencivenne
Administrative Clerk