

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

December 8, 2015: The regular meeting of the West Milford Township Library Board of Trustees was called to order at 7:30 PM by Dr. Joan Oberer in the Board of Trustees Room at the West Milford Township Library.

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	
Stephanie Primavera, Alternate Delegate, Superintendent of Schools	

Absent

Eugene Valenta
Daniel Novak, Delegate, Superintendent of Schools

Public Present:

Marty Tappan
Gale Barth

Approval of Minutes

Gillian Hemstead motioned to approve the November 10, 2015 Regular Meeting minutes. Douglas Ott seconded. All in favor, motion carried. As a non-voting Alternate, Stephanie Primavera abstained from voting on this and all actionable items.

James Rogers asked the Director for an update on an item from the November 10, 2015 Regular Meeting minutes. The Director reported that power to the external platform had been shut off by Rockland Electric, but that he had not yet had an electrician come out for servicing the line.

Public Petitions and Requests

Gale Barth offered holiday wishes to all assembled.

Marty Tappan commented that:

- The Groundbreaking Ceremony was impressive, and complimented various aspects of the presentations;
- She has been asked numerous times what the expected end date is for new library construction. Dr. Oberer informed her that the construction is anticipated to take one year for completion;
- The Ridge Road driveway entrance to the current library is very dark. She asked if something could be done to improve visibility. Dr. Oberer responded that the Director will research the issue;
- The Friends of the Library received two vanloads of book donations recently.

Dr. Joan Oberer closed the public petitions and requests portion of the meeting.

Director's Report

Facilities:

- The first floor carpet was shampooed. While the look of the carpets did not greatly improve (due to the age and heavy use), it eliminated various odors in different sections.
- The bookdrop cart has a damaged wheel and cannot be used to bring materials into the Library. Staff has been taking a smaller cart to empty out the materials from the bookdrop and bring into the Library. Doug Hand will repair it himself, or bring to DPW to be welded. The Director will research alternate carts to be used in an emergency, as a Staff member fell while retrieving the items using the grocery cart.

Service/Outreach:

- The Director has continued exploring our vendor contracts and meeting with alternate vendors to look for better pricing. He met with Brodart to explore materials purchasing and to set up a try-out account. He will meet with our primary materials vendor, Baker & Taylor, next week.
- The Director met with Tim Roetman from the Community Services and Recreation department to establish how to cross-promote and avoid counterprogramming children's programming. Roetman also offered to investigate whether the Library can use his department's program registration and reminder software for our programming.

Institutional Membership:

- Verona Public Library has joined PALS Plus. West Milford library users should have access to Verona's materials by July 2016.
- PALS has been incorporating software and technology to provide more technical support remotely, and reduce tech support to the member libraries by 25%. There have been some bugs as the changes have been incorporated, but the Staff have recorded and submitted for correction.

James Rogers asked for clarification on the Coloring Crew adult program. The Director explained that it is a popular trend in libraries where adults in a highly social environment color in coloring books to relieve stress. Pre-registration for WMTL's program was high, requiring the program to be held at Hillcrest. Mayor Bieri pointed out that if this were a municipal program there would be a fee to cover the costs of the consumables. Discussion ensued as to the viability of the Library doing so. No action was taken.

Dr. Oberer stated that:

- Dan Novak invited her to speak on behalf of the Library at the Highlands Family Success Center, where she answered questions regarding the new library;
- She welcomed and thanked Stephanie Primavera's participation as an Alternate for Dan Novak;
- She thanked all of the Trustees for participating in the New Library Groundbreaking ceremony;
- She had had been asked to keep the chrome shovels used for the Groundbreaking ceremony. Consensus reached was to keep 2 shovels, to be engraved and displayed in the future.

Committee Reports

Finance: Andrew Gargano, Chairperson, reported that:

- The New Library Joint Subcommittee met with Chuck Ferraioli to get consensus on the bonding strategy for the new library. Mr. Ferraioli's recommendation was to defer the first bond payment to 2017, which would provide various benefits to the Township and Library. The 2017 total Library portion of the bond payment would equal \$191,057.50, based on a 3.1% interest rate.
- The Finance Committee is recommending transferring an additional \$500,000 to the Township as part of the \$1.5MM bond down payment in order to cover submitted construction invoices.

- Gillian Hemstead asked if the Township had reimbursed the Library for the shareable new Library costs. Those costs were not budgeted for by the Township. The Director has been sending spreadsheets with updated costs regularly to the Administrator, who says he is working to incorporate the costs into the Township's upcoming capital budget. The Township's share currently totals approximately \$66,000. Mayor Bieri requested that the Director forward the latest spreadsheet with a summary to the Township Clerk.
- Andrew Gargano requested that the 2014 Library Audit be posted to the Library website. The Director will get a PDF copy from the Auditor and post.

Fundraising: James Rogers, in lieu of Gene Valenta, Chairperson, reported that the Committee has met 8 times since September:

- The portfolio/packet focused on larger/business donors has been finalized;
- Naming rights levels have been established based on a square footage formula. Dr. Oberer commended Gene Valenta for his research establishing the formula. Figures may be amended slightly upon review but appear to be in line with other libraries and their naming levels;
- Nancy Gridley has developed a Google Docs spreadsheet to document Committee members' efforts and avoid duplication;
- Lakeland Bank has committed to donating \$2,500 to the New Library. The Committee is pursuing other avenues within Lakeland Bank for further donations.
- James Rogers found a comprehensive list of charitable foundations in Passaic County. The Committee is researching which foundations to target and applying for grants. Mayor Bieri recommended looking for foundations beyond Passaic County as well.

New Building: Douglas Ott, Chairperson:

- Summarized construction progress so far;
- Reported that regular construction status meetings were being held biweekly, and helpful to keep track of construction activity.

Unfinished Business

James Rogers motioned to approve the 2015-2020 Capital Plan. Gillian Hemstead seconded. All in favor, motion carried. Dr. Oberer thanked all involved with creating the plan.

New Business

- Dr. Oberer introduced Resolution No. 2015-27 to transfer \$500,000 to the Township as part of the New Library construction down payment to cover construction costs. Mayor Bieri suggested amending the Resolution to read "total transferred to date \$770,000". Andrew Gargano motioned to approve Resolution 2015-27 as amended. Nancy Gridley seconded. All in favor, motion carried.
- Dr. Oberer introduced Resolution No. 2015-28 authorizing Dr. Oberer and Andrew Gargano to jointly approve for payment non-UniMak new library construction-related invoices when expediency is required. Mayor Bieri motioned to approve Resolution 2015-28. Douglas Ott seconded. All in favor, motion carried.
- Dr. Oberer introduced Resolution No. 2015-29 recommending to the Township Governing Body that it issue Municipal Bonds to cover the new library construction project as per the recommendation made by Ferraioli, Wielkotz, Cerullo & Cuva, P.A.. Andrew Gargano motioned to approve Resolution 2015-29. Nancy Gridley seconded. All in favor, motion carried.

- Dr. Oberer introduced Resolution No. 2015-30 to appoint Ricardo Pino and Joanne Grady as West Milford Township Library's Representative and Alternate Representative, respectively, to PALS Plus. Gillian Hemstead motioned to approve Resolution 2015-30. James Rogers seconded. All in favor, motion carried.
- Dr. Oberer announced that Ricardo Pino has been designated by the Civil Service Commission as the top candidate for the West Milford Township Library Director. He will pursue changing his provisional status.
- 2016 Board Officers Elections:
 - The Director will present a slate of candidates for 2016 Board Officers and Committee membership at the January 2016 Board meeting. He requested that those interested in being considered e-mail him their interest, and also recommended that in future years voting take place in the December meeting.
 - Mayor Bieri expressed a preference to keep current Officers and Committee members in place to minimize disruption to the new library construction project.
 - Discussion ensued over proper procedures for electing Officers. The Director will bring the text of relevant bylaws to the January 2016 meeting.
 - Mayor Bieri motioned to have 2016 Officers slate to be the same as the 2015 slate, and to have the slate voted on at the January 2016 meeting. Current Officers were polled to see if they would accept continuing in their roles. James Rogers seconded. Mayor Bieri motioned to close the nominations. Gillian Hemstead seconded. All in favor, both motions carried.
- Trustees received their copies of the 2014 WMTL Audit.

Bill List

Gillian Hemstead motioned to approve both bill lists. Douglas Ott seconded. All in favor, motion carried.

Public Petitions and Requests

None

Dr. Joan Oberer closed the public session.

Mayor Bieri motioned to enter Executive session at 8:28 PM to discuss Personnel. Gillian Hemstead seconded. All in favor, motion carried.

Closed Session

Mayor Bieri motioned to end Executive Session at 8:52 PM. James Rogers seconded. All in favor, motion carried.

Date of Next Meeting

January 12, 2016

Adjournment

Mayor Bieri motioned to adjourn at 8:52 PM. Douglas Ott seconded. All in favor, motion carried.

Minutes prepared and respectfully submitted by:

Regina Bencivenne
Administrative Clerk