

**West Milford Township Library
Board of Trustees
Regular Meeting
May 10, 2016**

May 10, 2016: 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 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:

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|-----------------------------|------------------------|
| Dr. Joan Oberer, President | Ricardo Pino, Director |
| Douglas Ott, Vice President | Regina Bencivenne |
| Andrew Gargano, Treasurer | |
| Nancy Gridley, Secretary | |
| James Rogers | |
| Eugene Valenta | |
| Gillian Hemstead | |

Let the record show that Daniel Novak, Delegate, Superintendent of Schools, arrived at 7:33 PM.

Absent

Mayor Bettina Bieri

Public Present:

Marty Tappan
Hans Niederstrasser

Approval of Minutes

Dr. Oberer requested that the April 12, 2016 Regular Meeting minutes be amended to clarify placement of the fundraising pillar. James Rogers motioned to approve the April 12, 2016 Regular Meeting minutes as amended. Douglas Ott seconded. All in favor, motion carried.

Public Petitions and Requests

- Hans Niederstrasser proposed that the Trustees name one of the reading rooms in the new library building after Peter Hasenclever, whom he considers one of the founders of West Milford. Dr. Oberer requested the proposal in writing for the Director to distribute to the Trustees for further consideration. Mr. Niederstrasser obliged.
- Marty Tappan reported that:
 - The Friends of the West Milford Township Library Annual Book Sale was complete, and remaining books were moved back to the Finn House.
 - Unsold books will be donated to Better World Books. Dr. Oberer thanked Ms. Tappan and the Friends for all of their efforts on behalf of the Library.
 - Ms. Tappan asked if a decision had been made as to the future of the Finn House. Dr. Oberer confirmed that no decision had been made as of yet.

Dr. Oberer motioned to close the Public Petitions and Requests portion of the meeting. Andrew Gargano seconded. The Public Petitions and Requests portion of the meeting was closed.

Director's Report

New Building:

- A field meeting was held to clearly delineate the project timeline, procedures, and each agency's scope of responsibility for the new library's integration into the Township's Storm Hardening project. UniMak must now prepare a change order to accommodate the new path for electrical power to the building. The Director anticipates a net credit on the change, as Rockland Electric is now paying for primary materials (not UniMak), the length of the new path is approximately the same as originally drawn, and the new path negates the need to build a retaining wall for the transformer.
- The Director is still receiving and reviewing vendor proposals for different aspects of technology implementation for the new library. He hopes to present a unified plan and set of recommendations for implementation at the June 2016 Trustees meeting. Aspects of the plan include telecommunications pathway to the new library, network wiring, surveillance systems, and public wifi.

Service/Outreach:

- The Director and Supervising Librarian Joanne Grady are working on a unified plan to increase services to the homebound and to those for whom coming to the library is a hardship. Both have met with representatives from Passaic County's Meals on Wheels program, and from the State Library's Talking Book and Braille Center to explore how to partner up.
- The Library has received an anonymous donation to subsidize the Poetry Circle, allowing the program to continue for approximately 5 years at its current rate. The Library programming budget can now be used for additional programming.

Institutional Membership:

- The Library's current telecommunications contract expires in October. Proposals from Verizon and Cablevision have been received through PALS Plus. Each proposal has benefits and drawbacks, but the Cablevision proposal is half the cost. A field visit is needed to verify if Cablevision can provide service through the utility poles behind the new library building, shortening the distance needed for trenching for cabling and resulting in credits from UniMak.
- In July/August, 2016, PALS Plus will implement Hoopla, an online streaming music (its primary strength), movies, audiobooks, and graphic novels service. There are unlimited copies for downloading, with no wait time, and is free to the public. However, libraries will have to pay per item downloaded. Discussion followed:
 - Nancy Gridley asked that outreach be made to West Milford students to inform them of the service.
 - Dr. Oberer clarified that while library services should be utilized as much as possible, this particular service has the potential to eat up the materials budget.
 - Andrew Gargano clarified that selective implementation by PALS libraries was not possible. Since the majority of libraries voted to implement, all libraries would need to implement, or none could.
 - Gillian Hemstead asked how the expenditure would be monitored. The Director confirmed that the PALS libraries were establishing circulation limits per person per month. The Director also clarified that he is advocating to PALS that the service's success (and therefore the decision to continue with it or not) should not be measured only by number of downloads but by depth of usage by overall cardholders.
 - Daniel Novak asked if other libraries had implemented Hoopla and could provide feedback. The Director confirmed that BCCLS had implemented Hoopla, with

positive feedback. Dr. Oberer and Andrew Gargano commented that BCCLS had many more libraries as members and had higher budgets than PALS, and so the fiscal impact was easier to bear.

James Rogers asked the Director to elaborate on the Construction Storytime organized by Children's Librarian Theresa McArthur on April 14, 2016. The event was a great success, and included a trip to the construction site for children and parents.

Dr. Oberer also pointed out that the Messenger's Children's Edition was published and included a full-page drawing of the new library drawn by a West Milford student, graciously paid for by Mayor Bieri.

Committee Reports

Finance: Andrew Gargano, Chairperson, reported that the Committee met on May 5, 2016:

- Three bids for a new well for the new library were received by the Director. All three were within the \$18,000 estimate, provided well length does not exceed 300 feet. The Director will review the proposals in depth to provide a recommendation for which vendor to use.
- Three bids for the network wiring of the new building were also received by the Director and reviewed by the Committee. The leading vendor has proposed a \$47,000 cost for wiring the building.
- The construction bond coverage was reviewed, as well as change orders. Very little of the coverage has been used. The goal is to receive credits for construction, not more expenditures.
- The bill for Hoopla's implementation was discussed in Committee. The bill list was approved in its entirety.

Fundraising: Gene Valenta, Chairperson, reported that they met various times:

- On April 28, 2016, the Committee finalized the fundraising letter to be mailed to all West Milford residents. The letter and form were simplified, reduced to one double-sided page, and included all of the Trustees' suggestions. A copy of the letter is in the Trustees' packet. The document has been sent to the printer for a cost and delivery estimate.
- On May 5, 2016, the Committee finalized its presentation to the West Milford Chamber of Commerce, to be given at Columbia Bank on May 12, 2016. The Committee expects 20-30 business leaders to be at the presentation.
- The Committee finalized both the Naming Opportunities and Gifting and Donations policies. As the Naming Opportunities policy had been introduced at the April 12, 2016 Regular Meeting, it is eligible for ratification. Gillian Hemstead motioned to adopt the Naming Opportunities policy. Andrew Gargano seconded. All in favor, motion carried.

Personnel: James Rogers, Chairperson, reported that the Committee met on May 5, 2016. The Director has received a letter of resignation and a letter of retirement from 2 members of the staff. Discussion will follow in Closed Session.

New Building: Douglas Ott, Chairperson, reported that:

- The Committee has continued to meet with the Council members of the Joint Subcommittee to keep them apprised of construction and changes as they occur.
- UniMak has started installing plywood sheathing to weatherproof the building and allow them to continue working inside regardless of weather. Even though the building is still open, UniMak continued working inside the building during the extended rain of the previous week. Items were worked on out of sequence but with an eye towards minimizing delays.

Unfinished Business

- As requested, the Director presented the Trustees with three options for placement of a planter as part of the Beautification Committee and the Chamber of Commerce's "West Milford in Bloom" effort. After discussion, consensus was reached on placement. The planter will be delivered on May 17, 2016. Dr. Oberer thanked James Rogers for providing the planter for the Library.
- In response to public inquiry, two tree specialists assessed the tree in front of the Finn House. Both concluded that the tree is already dying, and cannot be saved or moved. Additionally, planned streetscaping would encroach on the trees. Dr. Oberer suggested planting new sugar maple trees once new library construction is finished.

New Business

- The Director requested that any Trustee that gets continuing education credits provide supporting documentation to him so he can properly track those credits against the minimum annual requirement. The Director and Dr. Oberer thanked Andrew Gargano for reminding the Trustees of this requirement, and for attending a continuing education session that week. The Director also reminded Trustees that they were signed up to take online courses that counted towards the annual requirement.
- New Library Construction Change Orders #2-4 were presented for Board approval. All change orders need to be approved by both the Town Council and the Library Board of Trustees. The Council has already approved Change Orders #2 and #3. Dr. Oberer commented that the Clerk of the Works, the Director, and the Contractor have been diligent to keep the need for change orders, and any costs, as low as possible. Gillian Hemstead motioned to approve Change Orders #2-4. James Rogers seconded. All in favor, motion carried. Change Orders #2-4 are:
 - #2: Installing a drain in a maintenance closet. Cost: \$1,463.27
 - #3: Adding electrical and network drops, and conduit to connect to the Town Hall complex. Cost: \$2,864.15
 - #4: Build out of an IT closet to accommodate the Library's and the Township's networks. Cost: \$38,119.86.

Bill List

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

Public Petitions and Requests

None

Andrew Gargano motioned to close the second Public Petitions and Requests portion of the meeting. Dr. Oberer closed second Public Petitions and Requests portion of the meeting.

Daniel Novak motioned to enter into Executive Session at 8:29 PM to discuss donated assets and related liabilities; personnel retirement and resignation, and new building surveillance. Gillian Hemstead seconded. All in favor, motion carried.

Closed Session

James Rogers motioned to end Executive Session at 9:39 PM. Nancy Gridley seconded. All in favor, motion carried.

Gillian Hemstead motioned to accept the retirement of Elizabeth Frey and the resignation of Regina Bencivenne. Andrew Gargano seconded. All in favor, motion carried.

Date of Next Meeting

June 14, 2016

Adjournment

Gillian Hemstead motioned to adjourn at 9:39 PM. James Rogers seconded. All in favor, motion carried.

Minutes prepared and respectfully submitted by:

Regina Bencivenne
Administrative Clerk