

**West Milford Township Library
Board of Trustees
Regular Meeting
October 11, 2016**

October 11, 2016: The Regular Meeting of the West Milford Township Library Board of Trustees was called to order at 7:35 PM by Dr. Joan Oberer in the Main Meeting Room of 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	Joanne Grady
Andrew Gargano, Treasurer	
Nancy Gridley, Secretary	
Mayor Bettina Bieri	
James Rogers	
Gillian Hemstead	
Daniel Novak, Delegate, Superintendent of Schools	

Absent

Eugene Valenta

Public Present:

Marty Tappan
Rubolotta Family

Approval of Minutes

Andrew Gargano motioned to approve the September 13, 2016 Regular Meeting minutes. Gillian Hemstead seconded. All in favor, motion carried. James Rogers, Daniel Novak and Mayor Bieri abstained as they did not attend the September 13, 2016 Regular Meeting.

Public Petitions and Requests

Dr. Oberer presented a Certificate of Appreciation to Ford Rubolotta and his parents. The Rubolotta Family donated to the library the proceeds of the book sales from their recent garage sale.

Marty Tappan stated that:

- In between selling books at the Autumn Lights Festival and donations to Better World Books, there are no more books left to remove from the Finn House.
- The Presbyterian Church expressed interest in the dining room table at the Finn House. The Trustees did not object to the donation of the table to the Church, to be removed by volunteers before the demolition of the Finn House.

Dr. Oberer, on behalf of the Board, thanked volunteer organizations like the Friends and the Gardening Club for all their work throughout the years, from the more than 40 years of weeding the library grounds to 15 years of annual book sales.

Dr. Oberer closed the Public Petitions and Requests portion of the meeting.

Director's Report

Facilities:

- The current building's water filtration system chlorinator has been replaced.

- The transfer from Verizon to Cablevision as the library's internet service provider was completed on September 20. Cablevision's service provides ten times the bandwidth at half the cost of Verizon. While there has been no disruption in terms of public and staff computing, the library's Voice Over IP phone system has been compromised. Director Pino explained the technical aspects of the service disruption, and the temporary workaround allowing the library's main phone line to make and receive calls. Andrew Gargano asked if the phone disruption would continue in the new building. Director Pino explained that since the new building and Town Hall would be connected, and the phone system would therefore reside fully on the Township's network, that the cause of the disruption would be eliminated.
- The Township Governing Body has set aside \$100,000 for projects to properly outfit the Township's meeting rooms in the new library. Director Pino met with the Township Administrator and relevant department heads to consult on those projects, and to budget for items within the set-aside funds. Those projects include:
 - Connecting the new library to Town Hall by trenching and laying of fiber optic cable between the two;
 - Purchasing furniture for the Township's meeting rooms;
 - Purchasing and installing audio-visual equipment to duplicate media capabilities of Town Hall's Main Meeting Room;
 - Upgrading Town Hall's electrical feed to accommodate Rockland Electric's storm hardening project.

Service/Outreach:

- The current bill list includes the final payment for the current copier vendor. Once final payment is received, instructions for return of the equipment will be provided. The library's new copier vendor will return the equipment on behalf of the library for free (including cost of shipping), and install their new machines. The new vendor will also move their machines and reinstall them for free once the library moves into the new building.
- WMTL had a dual presence at the Autumn Lights Festival, with crafts, children's activities, and a concert taking place in the library, and a booth where the main topic of discussion was the new library building the grand opening.

Institutional Membership:

- Director Pino attended the PALS Plus General Membership meeting on September 20, 2016. The main item of discussion was the 2017 PALS budget. The budget draft anticipated to be approved at the October General Membership meeting has two primary takeaways:
 - Member libraries' fees are anticipated to remain relatively flat.
 - The cost for hoopla will cease to be paid by a consortium-wide pool, requiring a uniform circulation limit policy. The cost will now be a pass-through expense charged to each member library as per their usage, allowing each member library to set its own circulation limits as needed. WMTL has the highest rate of hoopla circulation of all the PALS libraries. Dr. Oberer observed that West Milford's dispersed geography lends itself to services like hoopla, and that its popularity shows that WMTL is meeting its patrons needs; however, costs will continue to be closely monitored.

Committee Reports

Finance: Andrew Gargano, Chairperson, reported that the Committee met on October 6, 2016:

- The finalized 2015 Audit was reviewed, with a copy provided to all Trustees in their packets. As per recommendations in the audit, Trustees will be asked to approve two transfers by resolution:
 - \$153,082 from Operating to New Library Capital funds

- \$29,144.79 from New Library Capital to Operating funds, to correct the mistaken deposit of operating monies into the Capital fund.
- The Committee is also recommending passage of a resolution to increase the contract award to Ron Casson as the Clerk of the Works for the New Library construction project by \$5,000 to accommodate the new anticipated date of completion.
- The 2015 New Jersey Per Capita State Aid check in the amount of \$11,247 was received and deposited on October 7, 2016. Director Pino explained that one of the criteria used to determine the award is square footage of facility, in relation to service population. He anticipates the amount awarded to increase, however slightly, once WMTL is housed in its new facility.
- New Jersey State Equalized Valuation figures were released on October 1, 2016. As a result, WMTL's 2017 appropriation decreased by \$17,000 from the 2016 appropriation. However, 2016's appropriation was a \$55,000 increase over 2015, so it was not a precipitous fall. WMTL's 2017 allocation will total \$1,003,057.
- Director Pino introduced a draft of the 2017 budget, a copy of which was included in all Trustees' packets. The draft does not reflect receivables due from the Township for maintenance costs as per the Memorandum of Agreement, but rather the outlay of funds for all items against WMTL's funds. Director Pino requested feedback from the Trustees before passage at November's Regular Meeting.

James Rogers noted that the 2015 Audit had no recommendations for WMTL to implement, which, in his experience as a Superintendent of Schools, was a stellar achievement.

Dr. Oberer commented that her brother-in-law, an architect who works on projects larger than the new library, praised the fact that change orders on the project stand at less than 1% of the contract cost, when the typical rate is 5%. Dr. Oberer in turn praised the Trustees for assembling the best team for the project, and the Clerk of the Works for his oversight and teamwork with Director Pino.

Fundraising: James Rogers, in lieu of Gene Valenta, Chairperson, reported that:

- The Friends of the West Milford Township Library have received approximately \$35,000 in donations for the new library as a result of the June 2016 fundraising mailing. The rate at which those donations are being received has slowed down.
- The Committee, in conjunction with the Friends, will now focus their fundraising efforts on West Milford businesses, who may have not received the fundraising letter that was targeted at residents. Members of the Friends and the Fundraising Committee will reach out in person to local businesses, and present a formal letter explaining the construction project and appealing for support. The Committee anticipates reporting to the Trustees on the results of their efforts at the December Regular Meeting.

Personnel: James Rogers, Chairperson, reported that:

- Director Pino is continuing his search for candidates for 2 part-time Library Assistants and Monitors/Shelvers.
- In order to provide guidance to the Director and library staff, the Committee is updating and expanding the Exhibits and Displays policy. Staff has already received requests for installations at the new library.

New Building: Andrew Gargano commented that he continues to see a high level of craftsmanship on all aspects of the job from his site visits.

James Rogers suggested offering tours of the new building close to the date of the opening to the local business community to help the fundraising effort.

Director Pino recommended that Trustees start exploring the scale and nature of an opening celebration. Various ideas were discussed. Dr. Oberer suggested to the Trustees that they send suggestions to Douglas Ott for the Committee to explore.

Douglas Ott, Chairperson, reported that:

- Color selections continue to be made by the Committee at every stage of construction.
- The anticipated date for the end of construction remains November 22, 2016, as per the General Contractor. James Rogers questioned whether the General Contractor faces financial penalties since November 22 is past the contracted 365 day substantial completion date. Director Pino explained that penalties against the General Contractor could be assessed only if WMTL and the Township could demonstrate incurred cost on the owner's side due to the delay. WMTL will not pursue liquidated damages at this time.
- Shelving will be installed by a separate vendor once the building is substantially completed, and while punch list items are worked on and while the building awaits its Certificate of Occupancy. The same vendor will also provide and assemble the building furniture, but will focus on shelving first.
- Once the building is substantially completed, the Director and staff will have to coordinate a complex transition from the current library to the new building, with an eye towards efficiency, speed, and thoroughness. Director Pino outlined some of the efforts that have to be coordinated across multiple vendors but that cannot be fully scheduled until the actual substantial completion date is viably pinned down.
- Dr. Oberer asked Director Pino to update the Trustees on efforts to keep the sugar maple tree currently located in front of the Finn House. Director Pino explained that the most recent proposed strategy was to modify the streetscape plan to either stop before it crossed the tree's root system, or to curve around the root system. Any modification of the plan, however, would require approval by both Passaic County and the Township. Passaic County would have no statutory limit as to how long they could take to respond to the modification request. The Township Administration expressed reluctance over approving a modification request. Taking these two factors into account, and the proximity of the end of construction, this last strategy is not likely to succeed.
- The demolition of the Finn House has not taken place as the utilities have not been fully disconnected yet by the utility companies. Mayor Bieri questioned the delay and whether appropriate contacts were being made with the utility companies. Director Pino explained that the procedure and delay were similar to the demolition of the Cracker Barrel at the beginning of the construction project, though PSE&G was reaching the limits of the time frame they quoted for removal.

James Rogers asked Director Pino for an update on the drilling of a new well for the library. Director Pino explained that:

- At a depth of 203 feet the drive shoe and casing bent for indeterminable reasons. As such, further drilling was not possible, nor could the casing be removed. The well driller is properly abandoning the hole, and is re-permitting with the State and the Township to drill at a different location.
- The DEP has only approved three areas for the drilling of a well, so the new drilling location will have to be in the most viable area of those three locations.

- The well driller will employ an alternate specialty drilling method, “mud drilling”, designed to prevent the circumstances experienced upon the first drilling attempt. This is not a method he has the capability to do, so he will use a subcontractor.
- Should costs for the drilling and pump installation exceed \$17,500, be it because of actual depth drilled or any other reason, the Township Governing Body will have to authorize the expenditure by resolution.
- The original Finn House well has not been abandoned yet. While that well would need to be deepened and filtered, and the expense to pipe the water from that well to the new library building would be costly, it remains as a worst-case scenario safeguard should the second drilling attempt not prove viable.

Unfinished Business

- *hoopla borrowing restrictions on juvenile cards*: As opposed to many other libraries in PALS, WMTL’s library cards were not set up by age group (Juvenile, Young Adult, and Adult) when the system was configured 15 plus years ago. Since restricting the borrowing of hoopla materials with explicit content by juvenile users on the library side can only be done using the age group configuration, WMTL cannot take advantage of the technology option to restrict the circulation of any content to any card user. Director Pino has asked PALS to investigate options for a system-wide reconfiguration so WMTL’s cards can map as per standard usage, but it is likely to be a complex and drawn-out process. In the meantime, Director Pino will have the Reference staff compose an article to be posted on the website explaining to parents how they can activate parental controls on their children’s hoopla accounts.
- *National Literacy/Library Card Sign-Up Month at Highlands Family Success Center*: The event held at the Highlands Family Success Center was a great success. After the event, Director Pino provided a tour of the new library building to approximately 25 state and local officials, with overwhelmingly positive feedback and palpable excitement for the new building.

New Business

- *Nominations for 2017 Board Officers and Committees*: Director Pino requested nominations for 2017 Board Officers, in order to present a slate at the November Regular Meeting.
- Mayor Bettina Bieri read the following resolutions into the record:
 - *Resolution 2016-20*: Andrew Gargano motioned to approve the transfer of \$153,082 from Operating to Capital Funds as per 2015 Audit. James Rogers seconded. All in favor, resolution approved.
 - *Resolution 2016-21*: Andrew Gargano motioned to approve the transfer of \$29,144.79 from Capital to Operating Funds as per 2015 Audit. Douglas Ott seconded. All in favor, resolution approved.
 - *Resolution 2016-22*: Gillian Hemstead motioned to recommend to the Township Governing Body that it approve an increase of \$5,000 for Ronald Casson to continue serving as Clerk of the Works for New Library Construction. James Rogers seconded. All in favor, resolution approved.

Bill List

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

Public Petitions and Requests

None

Closed Session

None

Date of Next Meeting

November 8, 2016

Adjournment

Andrew Gargano motioned to adjourn at 8:45 PM. Gillian Hemstead seconded. All in favor, motion carried.

Minutes prepared and respectfully submitted by:

Joanne Grady
Supervising Librarian