

**West Milford Township Library  
Board of Trustees  
Regular Meeting  
December 13, 2016**

**December 13, 2016:** The regular meeting of the West Milford Township Library Board of Trustees was called to order at 7:34 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
Andrew Gargano, Treasurer	Kathy Simmons Collins
Nancy Gridley, Secretary	
Mayor Bettina Bieri	
James Rogers	
Eugene Valenta	
Gillian Hemstead	
Daniel Novak, Delegate, Superintendent of Schools	

Let the record show that Douglas Ott arrived at 8:13 PM.

**Public Present:**

Marty Tappan

**Approval of Minutes**

Andrew Gargano motioned to approve the November 8, 2016 Regular Meeting minutes. Nancy Gridley seconded. All in favor, motion carried. Mayor Bieri abstained as she did not attend the November 8 meeting.

**Public Petitions and Requests**

Marty Tappan commented positively on the appearance of the new library construction site.

Mayor Bieri motioned to close the first Public Petitions and Requests portion of the meeting. Andrew Gargano seconded. All in favor, motion carried. Dr. Oberer closed Public Petitions and Requests.

**Director's Report**

*Facilities:*

- The entire Adult Non-Fiction collection has been interfiled on the first floor, in anticipation of moving into the new building. There is not enough room on the first floor to interfile the Adult Fiction collection.
- WMTL's new printers/copiers were successfully installed on November 10, 2016. Staff received training on configuring and using the machines.

*Personnel:*

- Two new staff members started employment in late November, including Kathy Collins. Director Pino praised Collins for hitting the ground running by taking ownership of tasks from the Director with minimal training.

*New Building*

- Before finalizing the installation of internet service, Director Pino and Cablevision are working out proper grounding for Cablevision's equipment. Clifton Public Library, through PALS Plus, has also graciously agreed to the use of their Allwood branch's network hardware for WMTL to test its

network in the new building, while Allwood is closed for renovation. This should allow for minimal disruption when the transition to the new building takes place.

- Verizon has also started the installation of seven phone lines to the new building: 2 for the fire alarm, 1 for the elevator, 1 for the area of refuge, and 3 fax lines. After discussion, it was decided that 2 fax lines would be sufficient. Director Pino will have Extel Communications integrate the phone lines into the building network. Andrew Gargano also questioned why the fire alarm system was not wireless. Director Pino explained that the construction bid specified a wired system; switching to a wireless system after construction started would have required a change order. Mr. Gargano and Director Pino agreed that it was worth pursuing after construction is finalized, with Director Pino already having done preliminary research.
- There has been increased media attention as construction nears completion, with multiple reporters reaching out to Director Pino and Mayor Bieri, among others. NorthJersey.com published a video walkthrough of the building narrated by Director Pino.
- West Milford Superintendent of Schools Dr. Alex Anemone and other school officials toured the new building on December 1, 2016, and were enthusiastic in their praise.
- Director Pino has also had preliminary meetings with the Township Administration on the transition process between facilities, and scheduling of meeting rooms.

### **Committee Reports**

*Finance:* Andrew Gargano, Chairperson, reported that the Committee did not meet.

*Fundraising:* Eugene Valenta, Chairperson, reported that the Committee met on December 8, 2016:

- The fundraising letter and poster to the local business community have been edited to update the anticipated new building opening timeline.
- Mr. Valenta has compiled a directory of over 300 local businesses through researching the Chamber of Commerce and Rotary Club, among others, as well as by driving through the Township.
- Mayor Bieri remarked that she had received comments as to why there was not a follow-up to the original residential fundraising mailing. Mr. Valenta and Dr. Oberer commented that all fundraising efforts were coordinated with the Friends of the West Milford Township Library, with the goal of an annual drive to residents. The Fundraising Committee will work with the Friends to figure out next steps.

*Personnel:* James Rogers, Chairperson, reported that the Committee did not meet.

*New Building:* Andrew Gargano, in place of Douglas Ott, Chairperson, reported that:

- The Finn House demolition was completed, enhancing the aesthetics of the new building site.
- The General Contractor is approximately 95% done with interior work, including carpeting, bathrooms, windows, etc. A punch list for any needed work will be prepared soon.
- Mr. Gargano asked Trustees to share the video walkthrough as much as possible to generate publicity and excitement.
- Two attempts at drilling a new well for the building have not been successful. As a last resort, the original Finn House well would require a filtering system and a new pump, but could be used as a temporary water source until a longer-term solution was found. Director Pino highlighted the need to finalize the water source to prevent any delays in the completion of the site work. In meetings with the Governing Body/Library Trustee Joint Subcommittee and the Township

Administration, and in consultation with the Township's Engineer and Hydrogeologist, a drill location has been chosen, the water line route has been established, and a back-up plan is in place.

### **Unfinished Business**

- *Displays and Exhibits Policy:* The motion to approve the Displays and Exhibits Policy at the November 8, 2016 Regular Meeting had not been seconded. Dr. Oberer motioned to approve the policy. Eugene Valenta seconded. All in favor, motion carried.
- *2017 Proposed Operating Budget:* Andrew Gargano motioned to approve the 2017 Proposed Operating Budget. Dr. Oberer seconded. All in favor, motion carried.

### **New Business**

- *Resolution reappointing Director and Supervising Librarian as PALS Plus 2017 Voting Representative and Alternate:* Mayor Bieri motioned to appoint Ricardo Pino and Joanne Grady as West Milford Township Library's Representative and Alternate Representative, respectively, to PALS Plus for 2017. Gillian Hemstead seconded. All in favor, motion carried.
- *Resolution authorizing the Director to engage American Library and School Services for relocation to the new library building:* After researching library moving companies, Director Pino recommended contracting with American Library and School Services, due to their aggressive pricing and strong recommendation from the Clifton Public Library, who engaged them for a similar project. Mayor Bieri motioned to authorize Director Pino to engage American Library and School Services for relocation to the new building. Gillian Hemstead seconded. All in favor, motion carried.
- *Resolution for disposal of inventory:* In anticipation of transitioning to the new building, Director Pino and staff have identified obsolete equipment no longer needed by WMTL. James Rogers asked if there were any regulatory obligations for disposal of inventory, akin to EDAGR for the school system. Director Pino stated that since the equipment was paid for from the Township allocation funds, the only binding regulations were the Township's, of which the current resolution was a requirement. Andrew Gargano motioned to approve the disposal of inventory. Gillian Hemstead seconded. All in favor, motion carried.
- *Resolution approving funds transfer to Township towards New Library Construction Bond down payment:* Nancy Gridley motioned to approve the transfer of \$650,000 to the Township towards the construction bond down payment. Mayor Bieri seconded. All in favor, motion carried.

### **Bill List**

Mayor Bieri motioned to approve the Bill Lists. Nancy Gridley seconded. All in favor, motion carried.

### **Public Petitions and Requests**

Marty Tappan announced that at the previous Friends of the West Milford Township Library meeting, a donation of \$20,000 from the Friends towards the cost of the new library furnishings was approved. Various Trustees thanked Ms. Tappan and the Friends for their generosity.

Douglas Ott announced that the Friends' new building fundraising efforts had raised approximately \$160,000 in total. Those funds have been spent on the 70% down payments for shelving and furniture for the new building. That total does not include the \$20,000 Ms. Tappan announced, which has been raised from other Friends' fundraising efforts. Whatever fees remain for shelving and furniture will be paid for from capital funds.

James Rogers motioned to close the second Public Petitions and Requests portion of the meeting. Gillian Hemstead seconded. All in favor, motion carried. Dr. Oberer closed the second Public Petitions and Requests.

**Closed Session**

None

Gillian Hemstead motioned to approve Executive Session minutes of November 8, 2016. Andrew Gargano seconded. All in favor, motion carried. Mayor Bieri abstained as she did not attend the November 8 meeting.

**Date of Next Meeting**

January 10, 2017

**Adjournment**

Mayor Bieri motioned to adjourn at 8:29 PM. Dr. Oberer seconded. All in favor, motion carried.

Minutes prepared and respectfully submitted by:

Kathy Simmons Collins  
Administrative Library Assistant