

**West Milford Township Library  
Board of Trustees  
Regular Meeting  
July 11, 2017**

**July 11, 2017:** The regular meeting of the West Milford Township Library Board of Trustees was called to order at 7:01 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	Kathy Simmons Collins
Andrew Gargano, Treasurer	
Nancy Gridley, Secretary	
Mayor Bettina Bieri	
James Rogers	
Gillian Hemstead	
Eugene Valenta	
Daniel Novak, Delegate, Superintendent of Schools	

**Absent**

None

**Public Present**

None

Dr. Oberer opened the meeting by thanking the Trustees, Director, Library Staff, and Friends of the West Milford Township Library for all of their efforts towards the construction and opening of the new West Milford Township Library and Community Center. She also thanked all of the volunteers who assisted on the day of the Grand Opening.

**Approval of Minutes**

Mayor Bieri motioned to approve the June 13, 2017 Regular Meeting minutes. Gillian Hemstead seconded. All in favor, motion carried.

**Public Petitions and Requests**

None

**Director's Report**

*New Building:*

- Director Pino also thanked everyone involved in the process of making the new building a reality, including the families of Trustees, volunteers, and Staff.
- Director Pino stressed that while the building is open to the public, there are still punch list items that are being worked on by UniMak. Final payments have not been released or authorized. There are still approximately \$200k in funds remaining.

*Programming:*

- Director Pino praised the Staff for their ability to work with vendors and presenters to be flexible with their schedules so programming could be finalized and set once the grand opening was made concrete. In less than a month WMTL has hosted multiple programs, including kicking off its Summer Reading Club.

#### *Institutional Membership:*

- Director Pino summarized the current status of the dispute between the Township of Rochelle Park, the Bergen County Cooperative Library System (BCCLS), the New Jersey Library Association (NJLA), and the New Jersey State Library. Discussion ensued over implications for library operations in New Jersey based on potential outcomes of the above dispute.

James Rogers asked the status of the Dorothy Sacks memorial bench. The consensus was that the Library would not assume the responsibility of moving the bench itself due to liabilities and expenditure, but that a location on the grounds of the new building would be identified. Dr. Oberer volunteered to contact the Sacks family to inform them.

Douglas Ott also asked about the status of other statues and benches on the grounds of the former library building. Director Pino suggested that the New Building Committee meet to determine which items to transfer to the new building, and to identify locations for them.

#### **Committee Reports**

*Finance:* Andrew Gargano, Chairperson, reported that the Committee met on Tuesday, July 11, 2017:

- Director Pino will meet with the Township CFO on July 13 to discuss shareable expenses for the new building, and disbursement of the library's budget allocation.
- Director Pino is researching the purchase of a book drop for the new building. Initial estimates are between \$6,000 and \$8,000. Discussion ensued over alternate products that could fulfill similar functions, but no alternates were identified that would satisfy all of the requirements of an exterior item return.
- Director Pino is also researching people counters for the new building, to accurately gauge usage patterns. Pricing is high for the most appropriate, but Director Pino will continue to research the best options at the best cost.

*Fundraising:* Eugene Valenta, Chairperson, reported that the Committee did not meet, but will schedule a meeting shortly. The focus will be on the proper method of acknowledging the most generous donations towards the new building, as well as the proper expenditure level for those acknowledgments.

*New Building:* Douglas Ott, Chairperson, reported that the issues discussed by the Committee had been covered in the Director's Report, and Finance Committee report.

#### **Unfinished Business**

- *New Jersey Library Construction Bond Act update:* Director Pino reported that the New Jersey Library Construction Bond Act had been approved by the New Jersey Legislature, by an overwhelming margin in both chambers. Director Pino will reach out to the NJLA to coordinate efforts and materials to raise support for the November ballot referendum.

#### **New Business**

- *Resolution 2017-18 approving New Library Construction project Change Order No. 14:* Mayor Bieri motioned to approve Resolution 2017-18, recommending to the Township Governing Body that it approve the expenditure needed for Change Order No. 14 for the New Library Construction project. Nancy Gridley seconded. All in favor, motion carried.
- James Rogers reported that the Friends of the West Milford Township Library met on June 30, 2017. One of the topics of discussion was the identification of new fundraising methods, as revenues from the yearly book sale had been dropping steadily for years. Discussion ensued over raising funds through a wine tasting event, with consensus reached that there was no objection to the Friends exploring the option of a wine tasting fundraiser, either on the library or offsite.

- Andrew Gargano raised the notion of distributing library accounts between various banks, especially in light of the partnerships with various banks during new building construction, and concerns with insurance limits on deposited funds. Discussion ensued, during which Mayor Bieri reminded Trustees that when accounts were set up approximately a decade ago, Lakeland Bank was the only local bank with the necessary certifications to house municipal funds. Consensus reached was that should new accounts be opened, the library would explore further options.
- Gillian Hemstead asked Director Pino for the public and staff reaction to the new building. Director Pino commented that the overwhelming reaction from both parties has been positive, especially from the public. As Director Pino had mentioned previously, there are some items still to be worked on by the contractor that have been minor sources of frustration for the staff as they get used to the new building, but overall, the reaction is overwhelmingly positive.
- Mayor Bieri pointed out that the transfer between library accounts approved on June 13, 2017 as Resolution 2017-17 is appearing against the library's operating budget when it should not be, as the movement between funds was not an expense against the budget. Director Pino will look into the issue and resolve.
- Dr. Oberer asked if the library had a lawn maintenance vendor selected. Director Pino has reached out to the Township to investigate sharing the costs of lawn maintenance, and the vendors they use. Director Pino will continue to investigate and prepare recommendations for Trustees.

**Bill List**

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

**Public Petitions and Requests**

None

**Closed Session**

None

**Date of Next Meeting**

August 8, 2017

**Adjournment**

Daniel Novak motioned to adjourn at 8:15 PM. Douglas Ott seconded. All in favor, motion carried.

Minutes prepared and respectfully submitted by:

Kathy Simmons-Collins  
Administrative Library Assistant