

**West Milford Township Library
Board of Trustees
Regular Meeting
August 8, 2017**

August 8, 2017: The regular meeting of the West Milford Township Library Board of Trustees was called to order at 7:00 PM by Dr. Joan Oberer in the Library Conference Room of the West Milford Township Library and Community Center.

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	
Gillian Hemstead	
Eugene Valenta	

Absent

Douglas Ott, Vice President
Daniel Novak, Delegate, Superintendent of Schools

Public Present

None

Approval of Minutes

Dr. Oberer motioned to approve the July 11, 2017 Regular Meeting minutes. Mayor Bieri seconded. All in favor, motion carried.

Public Petitions and Requests

None

Director's Report

- The Township Finance Department has agreed to disburse WMTL's allocation funds with expenses deducted in arrears, as opposed to the current practice of deducting costs based on estimates of upcoming expenses. While Director Pino was originally told that the change would take place in the 4th Quarter, the change has gone into effect for the 3rd Quarter.
- The new book drop will be delivered by the end of the week, and will be installed shortly thereafter.
- After analyzing patron habits in the new building, and soliciting feedback, certain collections were moved and laid out differently. This freed up space to move items on hold, which had outstripped the shelving space set aside for them. Another indication of the increased usage since opening the new building has been the quadrupling of new card registrations in the month and a half since moving into the new space.

James Rogers asked for clarification as to whether there was more or less space for new books as there was in the former library building. Director Pino confirmed that certain new item types were spread out in different areas of the collection, but if there was a sense that there was not as many new items available as before it was more likely related to the increase in patronage and higher circulation of new materials.

Mayor Bieri commented that she liked Director Pino's use of "The Alcove" to designate one of the library's spaces. She would like to develop similar names for other library areas.

Mayor Bieri asked whether the Township could disburse WMTL's allocation funds on a monthly, rather than a quarterly, basis, as had been discussed in committee at one point. Director Pino replied that he had not included that as part of his initial request, but will follow up now that the primary change has been agreed to.

James Rogers commented favorably on WMTL hosting its first PALS Plus meeting, now that WMTL has the space to accommodate such meetings. 24 Library Directors and consortium staff will assemble to discuss and vote on matters pertaining to member libraries. Mr. Rogers asked if members of the public could attend. Director Pino confirmed that it is an open public meeting, at which various Trustees expressed interest in attending.

Committee Reports

Finance: Andrew Gargano, Chairperson, reported that the Committee met on Tuesday, August 8, 2017:

- After deducting the Township's portion of shareable expenses for the new building that WMTL has paid vendors for fully, the construction down payment balance owed by WMTL to the Township has gone from \$80,000 to approximately \$30,000. The Township's portion of additional shareable expenses is still being calculated, with Director Pino estimating that the final balance owed to the Township will more likely be \$15-20,000.
- Director Pino and the Township Administration are continuing discussions over the appropriate procedures for contracting for, paying, and reimbursing certain shareable costs, including lawn maintenance and building cleaning. Director Pino will continue to gather quotes until the procedures have been agreed to.
- Director Pino is also requesting quotes for maintenance of the HVAC system. He has received one quote already, and has meetings set up with additional vendors to secure quotes.
- Discussion took place concerning the number of financial reports presented to Trustees monthly, as well as the cost and environmental impact of printing out monthly packets for each Trustee. Consensus was reached on two points: as many of the financial reports offer redundant information with no added benefit, Director Pino will use his discretion to choose which reports to present monthly to the Trustees that will properly inform their decisions and actions, and only copies of the agenda will be printed out for Trustees at each meeting.
- The 2016 WMTL Audit will be done the week of August 14, 2017.

Fundraising: Eugene Valenta, Chairperson, reported that the Committee met on Thursday, July 20, 2017 and Thursday, August 3, 2017:

- A plaque commemorating Dr. Doris Aaronson's donation to the new library building has arrived. It will be placed in the ground next to an as-yet undetermined tree on the library grounds. Eugene Valenta detailed how it would be secured once a location was chosen.
- Director Pino has reached out to Battinelli Landscaping to discuss how best to acknowledge their landscaping donation. Discussions will more likely continue in the fall.
- Columbia Bank has requested a plaque and dedication opportunity in the Children's Room to acknowledge their grant towards purchase of the Children's Room furniture. Any ceremony would most likely take place in September.
- Eugene Valenta has attempted to reach out to Lawrence Inserra to discuss commemorating his donation.

- Discussion continued on the costs and make up of a Legacy Wall acknowledging all donors. Consensus reached was that discussions would continue on the Committee level, but any Trustees with suggestions were invited to present at the next Fundraising Committee meeting.

Personnel: James Rogers, Chairperson, reported that the Committee met on Thursday, August 3, 2017 to review candidates Director Pino had met with for the vacant Library Assistant position. Director Pino will have a recommendation at the next Trustee meeting.

Unfinished Business

- *New Jersey Library Construction Bond Act update:* Director Pino confirmed that the New Jersey Library Construction Bond Act will be a statewide referendum item on the November 2017 election ballot. The New Jersey Library Association is assembling a toolkit to help libraries inform the public about the referendum, and will disseminate to the library community shortly. James Rogers suggested forming an ad hoc committee to implement the NJLA's suggestions.

New Business

- Andrew Gargano raised the notion of the work needed to be done in the former library building before it is turned over to the Township. Discussion ensued as the options for what to do with shelving and furniture. Consensus reached was that Trustee volunteers would assist in dismantling shelving and consolidating for pick-up or carting, while Director Pino would continue to seek for a final agreement from the Township as to what furniture it might want to keep.
- Dr. Oberer and Andrew Gargano will attend the New Jersey Library Trustee Association 2017 annual meeting on September 9, 2017.

Bill List

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

Public Petitions and Requests

None

Closed Session

None

Date of Next Meeting

September 12, 2017

Adjournment

Andrew Gargano motioned to adjourn at 7:58 PM. Gillian Hemstead seconded. All in favor, motion carried.

Minutes prepared and respectfully submitted by:

Kathy Simmons-Collins
Administrative Library Assistant