

**West Milford Township Library  
Board of Trustees  
Regular Meeting  
October 10, 2017**

**October 10, 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
Douglas Ott, Vice President	Kathy Simmons Collins
Andrew Gargano, Treasurer	
Nancy Gridley, Secretary	
Eugene Valenta	
Gillian Hemstead	
James Rogers	
Daniel Novak, Delegate, Superintendent of Schools	
Mayor Bettina Bieri	

**Absent**

None

**Public Present**

Dr. Doris Aaronson

**Approval of Minutes**

Dr. Oberer motioned to approve the September 12, 2017 Regular Meeting minutes with two amendments. Douglas Ott seconded. All in favor, motion carried.

**Public Petitions and Requests**

Dr. Doris Aaronson inquired as to the extent of library programming for the young adult population. Director Pino outlined some of the programs he and Library staff were starting to organize. Various Trustees also offered further suggestions.

**Director's Report**

- All of the necessary paperwork to register the Library well with the State has been filed, with a license number for the well anticipated in the next few months. Additionally, Director Pino has called for quotes to properly abandon the previous well on the property.
- The new building construction contract remains open, with the final payment still being held. While the General Contractor performed some punch list site work over the last few weeks, more remains to be done before final payment is authorized.
- The second floor public bathroom flooded into a first floor staff area. The apparent cause was a blockage caused by products being flushed into the system. However, Director Pino has asked the plumbing subcontractors to review with him the plumbing in that area to see if the plumbing install exacerbated the problem, and to fix as necessary.
- Verizon periodically removes long distance service for the fax lines for no apparent reason. Director Pino and Kathy Simmons Collins have been working on resolving the issue with Verizon.

- Mail delivery is now occurring consistently for the Library at Town Hall. After discussion, the consensus from the Trustees was that a mailbox be installed on Library grounds.
- PALS Plus Directors who attended the September General Membership meeting hosted by WMTL were highly complimentary of the new building, with many reaching out to Director Pino to set up tours and information sessions with representatives from their Boards and Administrations on the process. Director Pino complimented the Trustees on their persistence and drive towards this accomplishment, with Dr. Oberer extending those compliments to all of the other stakeholders in the project.

### **Committee Reports**

*Finance:* Andrew Gargano, Chairperson, reported that the Committee met on Thursday, October 5, 2017:

- WMTL's Per Capita State Aid totals \$11,270, with the check arriving earlier on the same day.
- 2018 library allocation budget figures were released. WMTL's 2018 budget stands at \$995,972, a reduction of approximately \$7,000 from the 2017 amount.
- Director Pino presented service contract estimates to the Committee, along with recommendations to be presented to the full Board under New Business.
- WMTL's 2016 final audit was released and distributed to Trustees, with no recommendations made by the auditors. The audit identifies \$160,481 available for transfer from Operating to Capital funds.
- Mr. Gargano praised Director Pino's foresight in not placing the network data room on the first floor underneath the second floor bathrooms, as had been suggested by various parties. The recent flooding from those bathrooms would have had worse consequences should the computer wiring and hardware been located there.

*Fundraising:* Eugene Valenta, Chairperson, reported that the Committee met on Thursday, October 5, 2017:

- On September 27, 2017, the Friends of the West Milford Township Library held an open membership drive meeting. Douglas Ott reviewed the reasoning and goals of that meeting, which included, among many items, the formation of a Friends Fundraising Committee. The Trustee Fundraising Committee's end goal is to dissolve, with 1-2 Library Trustees serving as liaisons to the Friends Fundraising Committee.

Dr. Oberer reminded the Trustees that they are all invited to the October 11, 2017 plaque presentation to Columbia Bank in recognition of their grant award towards purchase of Children's Room furniture.

*Facilities and Maintenance:* Douglas Ott, Chairperson, elaborated on the site work performed by the General Contractor, including the addition of topsoil where needed around the entire grounds.

### **Unfinished Business**

- *Enhanced services in partnership with West Milford Board of Education:* Director Pino and Daniel Novak, West Milford Director of Education and the Delegate for the West Milford Schools Superintendent to the WMTL Board of Trustees, have met to work out details on several enhanced offerings for West Milford students, including:
  - Chromebooks. 30 Chromebooks for use only by West Milford students have been delivered to WMTL in a charging cart. Director Pino and Mr. Novak have agreed on a procedure to loan those out for in-library use only. The District's IT department will work on how to provide filtering for the Chromebooks on WMTL's wireless network, as is required. Lending will begin once proper filtering is in place.

- Busing to WMTL. The District will provide an after-school bus for Macopin and High School students to WMTL. Only students whose parents have signed a permission form will be able to board the bus. Mr. Novak has prepared a draft of the permission form to review with Director Pino. The form will include WMTL's Code of Conduct, and the Schools equivalent, as students will be expected to comply with both. The form will be distributed via Honeywell when ready. Anticipated start dates for the bus to WMTL are either the last week of October or the first week of November.
- While not an expectation of the District, Mr. Novak supported developing library programs Director Pino discussed in Public Petitions and Requests to offer to students.

Various Trustees applauded the initiatives discussed and how they addressed some of the challenges faced by West Milford students. Discussion ensued over the limits of responsibility for both WMTL and the District, as well as best practices for responding to any challenges that may arise once the services are implemented.

Mr. Novak also raised the topic of limited parking at the Library, and possible workarounds. Mr. Novak has graciously agreed to have District employees carpool and park at the former library building when holding daytime meetings at WMTL, so that parking spots are available for WMTL patrons and program attendees. Discussion ensued over reaching out to the Presbyterian Church to work out an arrangement for weekday daytime use of their lot. Mr. Novak also suggested an Eagle Scout project to connect both lots, should the Church and Library agree on an arrangement. Douglas Ott volunteered to initiate a discussion with the Church.

Dr. Oberer reminded the Trustees that both WMTL and the Friends of the Library will both have booths at the Autumn Lights Festival, which will take place this upcoming weekend.

Dr. Oberer also updated the Trustees on the movement of the Dorothy Sacks memorial bench from the former library to the new building. She and Director Pino will meet with the Sacks family on November 1, 2017, to go over the movement plans and placement as determined by WMTL.

### **New Business**

- *Nominations for 2018 Board Officers and Committees:* Director Pino asked Trustees to prepare nominations for Board Officers and Committees for the November Regular Meeting. Dr. Oberer asked that all nominations be forwarded to James Rogers, as Chairperson of the Personnel Committee, for presentation to the full Board.
- *Friends of the West Milford Township Library activities:* Activities had been discussed under various Committee reports.
- *Trustee Continuing Education:* The Trustees have met their 2017 requirements for Continuing Education credits. Director Pino informed Trustees of additional credits available through PALS Plus at their Trustee Training event coming up on November 4, 2017.
- *Resolution authorizing Director to engage Carafello's Industrial Maintenance, LLC for cleaning services:* Director Pino sought and received 5 quotes for cleaning the entire library building three times a week. Gillian Hemstead motioned to authorize Director Pino to engage Carafello's Industrial Maintenance, LLC for building cleaning services. Nancy Gridley seconded. All in favor, motion carried. Andrew Gargano abstained from voting.
- *Resolution authorizing Director to engage EMCOR Services NY/NJ for HVAC preventative maintenance services:* Director Pino sought and received 4 quotes for quarterly preventative maintenance of the HVAC system. Mayor Bieri motioned to authorize Director Pino to engage EMCOR Services NY/NJ for HVAC preventative maintenance services. James Rogers seconded. All in favor, motion carried. Andrew Gargano abstained from voting.

**Bill List**

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

**Public Petitions and Requests**

Dr. Doris Aaronson suggested that a monthly report of library activities be given to the West Milford Governing Body. She also asked if Scout merit badges were awarded for reading activities. Douglas Ott and Daniel Novak both confirmed that there are. Mr. Novak offered to research and identify local Scout merit badge advisors to encourage Scouts to pursue those badges at WMTL.

Dr. Oberer announced a tentative date of November 8, 2017 for a ceremony dedicating a tree and a plaque in honor of Dr. Aaronson for her generous contribution towards the new building construction project, pending confirmation of Dr. Aaronson's availability.

**Closed Session**

None

**Date of Next Meeting**

November 14, 2017

**Adjournment**

Mayor Bieri motioned to adjourn at 8:18 PM. Dr. Oberer seconded. All in favor, motion carried.

Minutes prepared and respectfully submitted by:

Kathy Simmons Collins  
Administrative Library Assistant