

**West Milford Township Library
Board of Trustees
Regular Meeting
November 14, 2017**

November 14, 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	
James Rogers	

Absent

Gillian Hemstead
Daniel Novak, Delegate, Superintendent of Schools
Mayor Bettina Bieri

Public Present

Marty Tappan

Approval of Minutes

Dr. Oberer motioned to approve the October 10, 2017 Regular Meeting minutes. Andrew Gargano seconded. All in favor, motion carried.

Public Petitions and Requests

Marty Tappan commented on various new challenges the Friends of the West Milford Township Library are facing organizing their annual Book Sale. Dr. Oberer suggested various alternate strategies, including scaling back the size of the sale.

Director's Report

- WMTL was closed on November 1, 2017, to finalize construction punch list items and perform preventative maintenance, notably the repouring of sections of sidewalk concrete; repiping for second floor public bathrooms; installation of a projector, screen, and sound system in the large meeting room; HVAC quarterly maintenance service; and finalizing the move of the Dorothy Sacks memorial bench from the former library building to the new grounds. WMTL incurred no costs for any of this work except for the standard contract cost for HVAC maintenance.
- On October 26, 2017, Director Pino attended the PALS Plus General Membership meeting, wherein a budget was adopted for 2018, and he was voted in as the PALS Plus Treasurer. Preliminary analysis shows that the 2018 PALS budget should raise WMTL's annual dues by a relatively minor amount.

Director Pino explained that a major factor in PALS dues is based on the amount of computer technology member libraries place on the PALS network. Even though WMTL transitioned to a new, larger building, the amount of staff and public computers remained relatively flat. James Rogers asked Director Pino to outline WMTL's technology plan, goals, and expected costs and how the Friends might assist. In response to other technology queries, Director Pino also explained PALS network security, filtering, and capabilities of the open public wifi.

Douglas Ott asked Director Pino if video streaming services could be used by WMTL to screen films using the large meeting room's new projection system. Director Pino explained that the movie license WMTL purchased for that purpose states that films obtained by any legal source, including streaming services like Netflix, could be screened as long as the content was covered by the license.

Committee Reports

Finance: Andrew Gargano, Chairperson, reported that the Committee met on Thursday, November 9, 2017:

- The Committee reviewed the 2018 Operating Budget proposed by Director Pino.
- The outstanding balance owed to the Township to complete the \$1.5MM new building construction down payment is \$17,294.25. The amount was agreed to with the Township after deducting, from the \$80,000 outstanding balance, the Township's portion of shareable construction costs which WMTL had paid for completely.
- WMTL's 2018 share of construction costs owed to the Township totals \$130,850. While billed in two installments with the first due in January, Director Pino has proposed paying the full amount in January 2018.

Fundraising: Eugene Valenta, Chairperson, reported that the Committee met on Thursday, November 9, 2017:

- Mr. Valenta met with members of the Friends Fundraising Committee to provide background concerning WMTL's needs and previous fundraising activities coordinated with the Friends.
- On November 8, 2017, Dr. Doris Aaronson was honored for her generous contribution towards the new library construction with a tree and plaque dedication ceremony. Ernie Oberer and Battinelli Landscaping donated services and materials towards landscaping the tree bed.

Personnel: James Rogers, Chairperson, reported that the Committee met on Tuesday, November 14, 2017 to discuss the 2018 Board Officers and Committee Membership slate, which will be addressed in the Unfinished Portion of the meeting.

Facilities and Maintenance: Douglas Ott, Chairperson, reported that the Committee met on Thursday, November 9, 2017, with most of what they discussed having already been addressed in the Director's Report. Director Pino added that UniMak had requested their final payment for construction. While the final check will be generated, Director Pino has informed UniMak that it will not be released until all final punch list items have been addressed.

Unfinished Business

- *Introduction, 2018 Board Officers and Committee Membership Slate:* James Rogers introduced the nominations submitted to him for 2018 Board Officers: Dr. Oberer for President, Mr. Rogers for Vice President, Andrew Gargano for Treasurer, and Douglas Ott for interim Secretary.
- *Friends of the West Milford Township Library activities:* Dr. Oberer motioned to reserve the 2nd floor gallery space from April 16-28, 2017, potentially for the Friends' annual Book Sale. James Rogers seconded. All in favor, motion carried. Director Pino commented that several new Friends committees had met in the past few weeks, with a new Facebook page and website just two of the goals achieved in that time. Mr. Rogers commented that another goal that has arisen from the Friends' Grant Writing Committee is educating the public as to the distinction between WMTL and its funding and activities, and the Friends' status as a 501(c)3 organization and its funding and activities.
- *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, finalized the permission slip for parents allowing

their children to be dropped off at WMTL by the library bus from Macopin School and the High School. The District has already received some permission forms back. While there has not been a large number of students using the bus yet, Director Pino and Mr. Novak anticipate increased usage during the school year. In response to several Trustee inquiries, Director Pino explained that the permission slip reinforces the notion that once students are dropped off at WMTL, they are subject to the same privileges, expectations, and obligations of any other patron as per WMTL policies.

- *Amending Resolution authorizing Director to engage for cleaning services:* Resolution 2017-20, authorizing Director Pino to engage Carafello Industrial Maintenance, LLC for cleaning services and approved at the October 10, 2017 Regular Meeting, incorrectly stated the service costs agreed to. Nancy Gridley motioned to amend Resolution 2017-20 to accurately reflect a monthly cost of \$1,400. Douglas Ott seconded. All in favor, motion carried.

New Business

- *Introduction, 2018 Operating Budget draft:* The 2018 Operating Budget draft was introduced. Dr. Oberer praised Director Pino's timely preparation of the budget, and its thoroughness.
- *Proposed 2018 Board of Trustees Meeting Dates:* Dr. Oberer motioned to approve the proposed 2018 Board of Trustees meeting dates with the amending of having the September 11, 2018 meeting start at 8 PM. Douglas Ott seconded. All in favor, motion carried.
- *Proposed 2018 Holidays and Observances Closures:* Consensus was reached approving the proposed 2018 Holidays and Observances Closures as agreed to in the Staff contract.
- *Resolution approving final funds transfer to Township towards New Library construction down payment:* Dr. Oberer motioned to approve the transfer of \$17,294.25 to the Township to finalize the \$1.5MM down payment for new building construction. Eugene Valenta seconded. All in favor, motion carried.

Andrew Gargano requested approval for up to \$500 expenditure on a mailbox for the site, in consultation with Director Pino. Consensus was reached to approve the expenditure.

Bill List

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

Public Petitions and Requests

None

Closed Session

None

Date of Next Meeting

December 12, 2017

Adjournment

Dr. Oberer motioned to adjourn at 8:17 PM. Andrew Gargano seconded. All in favor, motion carried.

Minutes prepared and respectfully submitted by:

Kathy Simmons Collins
Administrative Library Assistant