

**West Milford Township Library
Board of Trustees
Regular Meeting
December 12, 2017**

December 12, 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
Nancy Gridley, Secretary	
Eugene Valenta	
James Rogers	
Gillian Hemstead	
Mayor Bettina Bieri	

Absent

Andrew Gargano, Treasurer
Daniel Novak, Delegate, Superintendent of Schools

Public Present

None

Approval of Minutes

Eugene Valenta motioned to approve the November 14, 2017 Regular Meeting minutes as amended. James Rogers seconded. All in favor, motion carried. Mayor Bieri and Gillian Hemstead abstained as they were not present at the November 14, 2017 Regular Meeting.

Public Petitions and Requests

None

Director's Report

- On November 5, 2017, WMTL hosted the monthly meeting of West Milford United, an organization composed of the members of the Municipal Administration and various social organizations providing service to the West Milford community. The organization hopes to debut to the public in April the results of its efforts to increase communication and coordination between members to increase the awareness of resources to benefit West Milford residents.
- The proper abandonment of the original well on the new library facility property will begin on or about November 16, 2017.
- A new vendor for deliveries of interlibrary loan materials for the State of New Jersey will begin service in January 2018. WMTL Staff has been preparing for the transition. Announcements will be made to the public. There will be an initial interruption in service while transitioning from one vendor to the next, and possible hiccups, but should result in enhanced service.
- WMTL anticipates making available shortly to its public the results of several technology upgrades, including:
 - Updating Microsoft Office suite on public computers to the latest desktop version. Current versions are over 10 years old.

- Approximately 30 Chromebooks from the West Milford School District that are currently being cataloged and will be available for use by West Milford students inside the library building.
- The installation of 5 laptops for use as public computers. PALS Plus is currently upgrading and configuring the laptops for public usage.

James Rogers suggested that press releases be sent out concerning WMTL's tech upgrades. Mr. Rogers also had questions on patron counts in the new building, with Mayor Bieri expanding to ask how to keep track of visitors who are not entering the Library portion of the building. Director Pino explained that he was researching more accurate visitor counters for the Library portion of the building, while Community Services and Recreation, at his request, was keeping a count of all participants in their programs in the building.

Committee Reports

Finance: Dr. Oberer, in lieu of Andrew Gargano, Chairperson, reported that:

- After discussions with the Township Administration, the Finance Committee has agreed to recommend that WMTL engage with a separate vendor for snow removal for the new building, and charge back the Township 27.5% of the cost, as per the building occupancy ratio. Director Pino sought and received three quotes for snow removal, and is recommending Mountain Landscaping.
- The Committee is recommending to the full Board that the recommendation by WMTL's Auditor to transfer \$160,481 from Operating funds to Capital funds be adopted.
- The Committee is also recommending that the proposed 2018 Operating Budget also be adopted by the full Board.
- Director Pino prepared and presented to the Township the first set of chargebacks for the costs of their portion of the new building, totaling approximately \$44,000 and covering the period between December 3, 2015 and December 12, 2017. WMTL paid the totality of the costs, and will be reimbursed by the Township. Dr. Oberer pointed out the how favorable those costs were for the Township to have their programs in the new building, as opposed to the costs of having those programs at Hillcrest.
- UniMak received the final payment for construction of the new building, after finalizing all punch list items.

Fundraising: Eugene Valenta, Chairperson, reported that the Committee met on Thursday, December 7, 2017:

- The Friends of the West Milford Township Library Fundraising Committee attended the meeting to finalize the transition of fundraising activities to the Friends. At that meeting, the Friends Fundraising Committee detailed some of the fundraising activities they were planning in the near future.
- The Friends' Grant Writing group, a subset of the Friends Fundraising Committee, also discussed potential grants it was identifying for which to submit applications, in response to a list of Library needs prepared by Director Pino.

Mr. Valenta and Dr. Oberer both praised the enthusiasm and level of activity of the Friends Fundraising Committee. Dr. Oberer also thanked the members of the Library Board Fundraising Committee for their efforts.

Facilities and Maintenance: Douglas Ott, Chairperson, followed up on previously mentioned items, including the abandonment of the Finn House well. Dr. Oberer reminded Trustees that Director Pino had

requested volunteers to move out items from the former library facility on December 15, 2017, in preparation of transitioning the building to the Township. Director Pino outlined the work needed on December 15. Dr. Oberer also reported that she was working with the West Milford School District to see what items in the former library could be repurposed for use in the West Milford schools.

Unfinished Business

- *2018 Board Officers elections:* James Rogers introduced the slate for 2018 Board Officers: Dr. Oberer for President, Mr. Rogers for Vice President, Andrew Gargano for Treasurer, and Douglas Ott for interim Secretary. Gillian Hemstead motioned to approve the slate of Officers. Eugene Valenta seconded. All in favor, motion carried. Mayor Bieri thanked all who were willing to serve.
- *Friends of the West Milford Township Library activities:* Current activities were reported on by Eugene Valenta during the Fundraising Committee report. James Rogers reported that the Friends will hold its next general meeting on January 17, 2018.
- *2018 Operating Budget approval:* James Rogers questioned the amount budgeted by Director Pino for fines collection, as previous years were budgeted at a higher amount. Director Pino explained that an analysis of actual fines collected over the previous 6 years, provided by PALS Plus, showed that fines collected have been steadily and consistently declining year over year. This pattern holds true for all PALS libraries. The amount budgeted in 2018 represents a best guess based on actual collections. Dr. Oberer motioned to approve the 2018 Operating Budget. James Rogers seconded. All in favor, motion carried.

New Business

- *Resolution reappointing Director and Supervising Librarian as PALS Plus 2018 Voting Representative and Alternate:* Mayor Bieri motioned to reappoint Director Pino and Joanne Grady as the PALS Plus 2018 Voting Representative and Alternate. Douglas Ott seconded. All in favor, motion carried.
- *Resolution approving transfer of \$160,481 from Operating to Capital Funds as per 2016 Audit:* Mayor Bieri motioned to approve the transfer of \$160,481 from Operating to Capital Funds as per the 2016 Audit. Nancy Gridley seconded. All in favor, motion carried.
- *Resolution authorizing Director to engage Mountain Landscaping for snow removal services:* Nancy Gridley motioned to authorize Director Pino to engage Mountain Landscaping for snow removal services. Gillian Hemstead seconded. All in favor, motion carried.

Bill List

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

Public Petitions and Requests

Dr. Oberer thanked Nancy Gridley for her service as a Trustee, as her term expired.

Closed Session

None

Date of Next Meeting

January 9, 2018

Adjournment

Douglas Ott motioned to adjourn at 7:38 PM. Gillian Hemstead seconded. All in favor, motion carried.

Minutes prepared and respectfully submitted by:

Kathy Simmons Collins
Administrative Library Assistant