

**West Milford Township Library
Board of Trustees
Regular Meeting
February 11, 2014**

February 11, 2014: The regular meeting of the West Milford Township Library Board of Trustees was called to order at 7:30 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
Douglas Ott, Vice President
Andrew Gargano, Treasurer
Nancy Gridley, Secretary
Eugene Valenta
Gillian Hemstead
Mayor Bieri
James Rogers
Iris Wechling, Superintendent's Rep

Deborah Maynard, Director
Gina Bencivenne

Absent

Public Present:

Marty Tappan
Kitty Heuer
Lou Signorino

Approval of Agenda

Mr. Valenta motioned to approve the agenda as is. Mr. Ott seconded. All in favor, motion carried.

Approval of Minutes

Ms. Gridley motioned to approve the January 14, 2014 Regular Session minutes. Mr. Ott seconded. All in favor, motion carried.

Mr. Ott motioned to approve the January 14, 2014 Executive Session minutes. Mr. Valenta seconded. Discussion followed. Mr. Gargano motioned to table the January 14, 2014 minutes until discussed in Executive Session. Ms. Hemstead seconded. All in favor, motion carried. Ms. Hemstead motioned to table the November 12, 2013 minutes until discussed in Executive Session. Ms. Gridley seconded. All in favor, motion carried.

Committee Reports

Finance- None

Personnel- Mr. Rogers said the personnel committee has received a contract proposal which is being discussed. Ms. Maynard brought up the schedule change to come in at 9:30 that two supervisors had requested. Ms. Maynard went over the specific reasons for the request. Discussion followed.

Ms. Maynard recommends the supervisors hours be 9:30-5:30. This discussion will be deferred until executive session.

New Building- None

Fundraising- there are workshops March 4, 5 & 6. Ms. Hemstead, Dr. Oberer, Mr. Valenta and Mr. Ott will attend.

The committee members are as follows:

Finance-Andrew Gargano, Chairperson, James Rogers, Douglas Ott and Dr. Oberer. They will meet the 1st Thursday of the month at 5:00pm.

Personnel-James Rogers, Chairperson, Gillian Hemstead, Douglas Ott and Dr. Oberer. They will meet the 2nd Tuesday of the month at 4:00pm.

New building-Douglas Ott, Chairperson, Mayor Bieri, Andrew Gargano and Dr. Oberer. They will meet the 2nd Tuesday of the month at 7:00pm.

Fundraising-Gillian Hemstead, Chairperson, Nancy Gridley, Eugene Valenta and Dr. Oberer. They will meet the 2nd Tuesday of the month at 5:00pm.

Ad Hoc Strategic Plan-Eugene Valenta, Chairperson, Nancy Gridley, James Rogers and Dr. Oberer. This committee will determine when to meet.

Town Council Liaison-Mike Hensley

Board of Education-Dr. McLaughlin/Iris Wechling

The President is a voting member of all committees. All committees will contact the director through the committee chair.

Director's Report

There was a fire inspection and several violations were found. Two contractors were called in to go over the violations and issue a quote. Neither contractor had the proper insurance. The board suggested calling an electrician. The fire alarm was tested. We will need to replace the smoke detectors. The first staff meeting was held in January. A reference meeting was also held. An employee requested to not work Tuesday-Saturday and to go back into rotation.

Mrs. Johanna Archer requested that I meet with her third grade classes at Upper Greenwood Lake School to assist with a project for the International Cyber Fair.

Ms. Jennifer Monego and the National Honor Art Society students will be working on an art/ remodeling project at the Library.

Murad Yassin with the West Milford 4H Velveteens is working on a Seed Library that will be available in the Library lobby, in the spring.

Unfinished Business

Financial reports are discussed. The board is satisfied with the way the reports are being done.

The holiday schedule is still on hold while in the negotiation process. The 2014 budget is discussed.

Dr. Oberer read Resolution 2014-9 for Professional Service Firm Auditors. Mayor Bieri motioned to approve the resolution. Mr. Ott seconded. All in favor, motion carried.

Strategic Plan

No update.

New Business

Strategic plan ad hoc committee was formed.

Dr. Oberer completed several webinars. A question arose about having directors and officers insurance.

Ms. Maynard presented the information on opening a PayPal account. PayPal takes a fee off of the donation amount. Ms. Wechling attended a technology conference where Nancy Gridley was one of the presenters.

Bill List

The Ferrero bill was discussed. Mayor Bieri motioned to approve both bill lists. Ms. Gridley seconded. All in favor, motion carried.

Public Petitions and Requests

Marty Tappan has been receiving a lot of books. The Friends of the Library book sale is the last week of April. There is a company that will send donated books to third world countries. The Friends of the Library has been donating to different charities.

Lou Signorino asked about the basement of the new library. The council is looking into a studio for their TV station. They would want a library board member to be on their commission.

Doris Aaronson stated that the council has been discussing the library. She wants to know what the procedures are to move ahead with the council. She would like to see a new library as soon as possible. Ms. Aaronson had several questions. Could fundraising be done for a third floor? Have grants been applied for? Would a series of newspaper articles be useful to get information to the public? Fundraising has not been done yet because the plans have not been completed. Board members are going to a seminar on grants in March. More articles will be written.

Students using the internet are finding that plagiarism is a problem. There is a web site that you can turn in your paper to and it will tell you if it was plagiarized. Ms. Aaronson has been coming to the library for years and stated that the staff has been very helpful. Discussion followed.

Ms. Hemstead motioned to go into closed session at 9:00 pm. Mr. Ott seconded. All in favor, motion carried.

Closed Session

Collective Bargaining

Mr. Gargano motioned to end Executive Session at 10:10 pm. Mr. Ott seconded. All in favor, motion carried.

Date of Next Meeting

March 11, 2014

Adjournment

Mr. Gargano motioned to adjourn at 10:11 pm. Ms. Hemstead seconded. All in favor, motion carried.

Minutes prepared and respectfully submitted by:

Gina Bencivenne
Administrative Clerk

DIRECTOR'S REPORT February 11, 2014

ACTION ITEMS

Mitchell 1 invoice was double checked after the board meeting and by verification of West Milford population the Library saved \$ 600.00. For 2012 usage was: 88 and for 2013 usage was: 112.

The usage is increasing. The database is once again available on all of the public computers. There will be another article in Fine Print reminding our patrons about this database.

BUILDING

The Library has several fire safety violations that include adding emergency lights to the adult room and replacing two exit signs. I am searching for a contractor that meets the WMTL insurance requirements to complete the work.

AC Daughtry tested the fire alarm system. The testing was fine. The recommendation is to replace the smoke detector which is more than ten years old.

COMMUNITY

Mrs. Johanna Archer requested that I meet with her third grade classes at Upper Greenwood Lake School to assist with a project for the International Cyber Fair.

Ms. Jennifer Monego and the National Honor Art Society students will be working on an art/remodeling project at the Library.

Murad Yassin with the West Milford 4H Velveteens is working on a Seed Library that will be available in the Library lobby, in the spring.

CORRESPONDENCE

Every January, as needed, I send a welcome to letter to new council persons along with a copy of Fine Print and an invitation to visit the Library. I offer my research services for any topics which they might like additional information. This month I sent a letter to Councilwoman Dale.

DISPLAY CASE

Elyse Schear shares her eco-friendly Valentine crafts this month.

EMAIL DISTRIBUTION LIST

The email distribution list is currently at 1079. For January the list was at 1078.

FINANCIAL DISCLOSURE STATEMENTS

Information from the Division of Local Government Services is still pending.

PROFESSIONAL DEVELOPMENT

1/15 PALS Plus Technical Services meeting– Janine

1/23 PALS Plus Executive Board meeting – Debbie

SCHOOLS

Children's department had two Paradise Knoll classes here for library visits: both visits took place on January 27. Ms. Theresa read stories to the class and talked to the class about the library. Some students received their first library card and all students browsed and checked out books.

STAFF MEETINGS

Staff meeting took place on Monday, January 20. Minutes were posted after the meeting. I met with reference staff to review weekend schedule in an effort to honor an employee request to no longer work a Tuesday – Saturday schedule.