

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

**March 11, 2014:** The regular meeting of the West Milford Township Library Board of Trustees was called to order at 7:31pm by Dr. Joan Oberer in the Main Meeting Room at Town Hall.

**Open Public Meetings Law**

Dr. Joan 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 Rep  
Mike Hensley, Council Liason

Deborah Maynard, Director  
Gina Bencivenne

**Absent**

**Public Present:**

Marty Tappan  
Kitty Heuer  
Ann Genader

**Approval of Agenda**

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

**Approval of Minutes**

Mayor Bieri motioned to approve the February 11, 2014 Regular Session minutes. Ms. Gridley seconded. All in favor, motion carried.

Ms. Hemstead motioned to approve the January 14, 2014 and February 11, 2014 Executive Session minutes. Mr. Ott seconded. All in favor, motion carried.

The approval of the November 12, 2013 Executive Session minutes are tabled until next month's meeting.

**Committee Reports**

Finance- met and reviewed the 2014 budget. The committee reviewed each line item. Income is down so the budget was adjusted accordingly. Mr. Gargano motioned to approve the 2014 budget. Ms. Hemstead seconded. A discussion on library funding followed. All in favor, motion carried.

Personnel- this committee is continuing to work with the union on the contract. Another negotiation session will be set up soon. The proposal has been amended and sent back to the union.

The following committees did not meet: New Building, Fundraising, and Strategic Planning.

**Director's Report**

Ms. Maynard has not heard back from the broker for MEL Fidelity Coverage. We are waiting for a second quote from the awning company. Discussion followed. We are also waiting for additional stair repair quotes. The state aid report was completed on March 4. Summer Reading Club kick off event is on Friday, June 27. Staff meetings are continuing and well received. The Fire Marshall re-inspected and there is one battery that needs to be replaced.

**Unfinished Business**

The holiday schedule will continue in negotiations. Mother's Day is discussed.

The new building committee will stay at 7:00 pm.

**New Business**

The hourly patron count sheet is requested for the next meeting.

Mike Hensley questioned the Board about having a special meeting with the Council about sharing the Library. The Board and Council are both looking forward to meeting. Discussion followed. Any questions by the Council for the Board should be put in writing. The architect will also be available be at the joint meeting.

**Bill List**

Mr. Gargano motioned to approve both bill lists. Mr. Ott seconded. All in favor, motion carried.

**Public Petitions and Requests**

None

**Closed Session**

None

**Date of Next Meeting**

April 8, 2014

**Adjournment**

Mr. Gargano motioned to adjourn at 8:07 pm. Mr. Rogers seconded. All in favor, motion carried.

Minutes prepared and respectfully submitted by:

Gina Bencivenne  
Administrative Clerk

**West Milford Township Library**  
**DIRECTOR'S REPORT**  
**March 11, 2014**

**ACTION ITEMS**

Follow up on Directors and Officers (D&O) insurance and MEL Fidelity coverage for township employees extending to library employees. I have not received a response from Frank.

**BUILDING**

AC Daughtry installed the panic alarm system. The system was tested by AC Daughtry. The staff has not had to use the system. Staff was trained on the system specifications after installation.

Awning update: waiting for a quote from Custom Awning. We have one awning quote.

Stair update: waiting for additional quotes. We have one quote on stairs from PNB Builders for \$1,250.00.

Fire Marshall was in to re-inspect the Library's fire violations and one exit light battery needs to be replaced.

### **COMMUNITY**

I attended the February Chamber of Commerce meeting. The speaker was Tim Wagner with Highlands Economic Development and Tourism Corporation (HEAT).

### **DISPLAY CASE**

Samia Elghamrawi's artwork is on display for March.

### **EMAIL DISTRIBUTION LIST**

The email distribution list is currently at 1080. For February the list was at 1079.

### **FINE PRINT**

Copies of the spring issue are in your board packet.

### **NEW JERSEY STATE LIBRARY PER CAPITA STATE AID REPORT**

This annual report due to the NJ State Library was completed on March 4. The completion of this report is the basis for WMTL to receive annual state aid from the NJ State Library.

### **PROFESSIONAL DEVELOPMENT**

- 2/19 PALS Plus Technical Services meeting– Janine
- 2/20 PALS Plus Reference meeting- Elaine
- 2/21 PALS Plus Circulation meeting - Kitty
- 2/27 PALS Plus Executive Board meeting – Debbie

### **STAFF MEETINGS**

Staff meetings continue and minutes are posted after the meeting. Meetings are improving communication between staff and administration.

### **SUMMER READING CLUB**

Planning has started for the summer reading programs and the club as well. The kickoff will take place on Friday, June 27.