

**West Milford Township Library  
Board of Trustees  
Regular Meeting  
April 8, 2014**

**April 8, 2014:** The regular meeting of the West Milford Township Library Board of Trustees was called to order at 7:33 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        | Deborah Maynard, Director |
| Douglas Ott, Vice President       | Gina Bencivenne           |
| Andrew Gargano, Treasurer         |                           |
| Nancy Gridley, Secretary          |                           |
| Eugene Valenta                    |                           |
| Gillian Hemstead                  |                           |
| Mayor Bieri                       |                           |
| James Rogers                      |                           |
| Iris Wechling, Superintendent Rep |                           |
| Mike Hensley, Council Liaison     |                           |

**Absent**

Douglas Ott, Vice President  
Mike Hensley, Council Liaison

**Public Present:**

Marty Tappan  
Kitty Heuer

**Approval of Agenda**

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

**Approval of Minutes**

The discussion of the Executive session minutes is tabled until the closed session.

Let the record show Ms. Gridley arrived at 7:34 pm.

Ms. Hemstead motioned to approve the March 11, 2014 Regular Session minutes. Mr. Rogers seconded. All in favor, motion carried.

**Committee Reports**

Finance- None

Personnel- Met this afternoon at 4 pm. The board attorney is in negotiations with the union attorney. Our attorney will get back to the Board later this week. Increase in holidays was discussed including two early closing days. We now have eight holidays. The union would like to increase it by four days. The Board states that if staff wants additional days off they can use their floaters and to not add additional holidays at this time.

New Building- Fred Semrau has drafted an agreement between the Library and Township. The Board attorney is reviewing the agreement. Discussion on how to fit the needs of the Library into the new building followed. The Board will draw up basic concept plans to give to the architect. The 2<sup>nd</sup> floor will be the children's library. The offices will be on the 1<sup>st</sup> floor. Discussion followed.

Fundraising- met today. The goal is to raise one million dollars. A library banquet was discussed. Ms. Maynard will call other libraries to see how they handled donated rooms. Grants were also discussed.

Strategic plan – None

### **Director's Report**

Directors and officers are covered by the Townships insurance. The crime theft bond is also covered under the Township. The hourly patron count is discussed. Ms. Maynard explained specific data on the spreadsheet. We have two awning quotes for new fabric and braces. Ms. Maynard recommends the Ridgewood Awning Company. They had the lower quote and sent in their insurance certificate. Custom Awning has not sent in their insurance certificate. Mr. Valenta motioned to hire Ridgewood Awning. Mayor Bieri seconds. All in favor, motion carried.

Two stair repair quotes were received. Certificates of insurance have not been received by either company. Discussion followed. The board would like other quotes. Ms. Maynard provided Overdrive brochures to Apsawa School at their request. The seed library started on March 27. Ms. Masone's Maple Road School students visited the Library.

PalsPlus voted to contract with Recorded Books for Zinio. Zinio provides access to popular magazines.

The PalsPlus catalog is being updated this summer. It will be more user friendly.

### **Unfinished Business**

Eight holidays and two eve holidays have been approved. The personnel committee agreed that staff can use floaters if they wish to have more days off.

### **New Business**

The West Milford television station representative suggested the Board have a representative from the library on their committee. Dr. Oberer will get more information on this.

### **Bill List**

The cleaning service bill is discussed. Ms. Maynard will check and report to the finance committee next month. PSE&G is also discussed.

Mr. Rogers motioned to approve both bill lists. Ms. Gridley seconded. All in favor, motion carried.

### **Public Petitions and Requests**

Marty Tappan congratulated the Board on a successful meeting with the Town Council. The book sale is the last week of April.

Mayor Bieri motioned to close the public session at 8:19 pm and go into Executive Session. Mr. Rogers seconded. All in favor, motion carried.

### **Closed Session**

Collective Bargaining

Mr. Rogers motioned to end Executive Session at 8:57 pm. Mr. Gargano seconded. All in favor, motion carried.

Ms. Hemstead motioned to approve the March 27, 2014 Executive Session minutes. Mr. Gargano seconded. All in favor, motion carried.

### **Date of Next Meeting**

May 13, 2014

**Adjournment**

Mr. Valenta motioned to adjourn at 8:59 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**  
**April 8, 2014**

**ACTION ITEMS**

Follow up on Directors and Officers (D&O) insurance and MEL Fidelity coverage for township employees extending to library employees. The Township's crime theft bond covers library employees as well as township employees. The library will not renew the crime theft policy with the Hartford Agency.

The same is true for directors and officers (D&O) insurance. Coverage is available for Library Trustees and the Library Director through the Township. Frank will provide this information in writing.

Daily patron log is in your board packet.

**BUILDING**

Awning update: Received two quotes, one from Custom Awning for \$900.00 and one quote from Ridgewood Awning Company for \$840.00. Both quotes are for new fabric, removal and reinstall of awning.

Stair update: One quote on stairs from PNB Builders for \$1,250.00 and a quote from NA Construction for \$3,500.00. Both quotes are for repairs to stairs.

**COMMUNITY**

The Library provided copies of Fine Print and instructional brochures on Overdrive to Apshawa School for Family Literacy Night. The event coincided with the Library Board meeting and I was unable to attend.

The seed library was added to the lobby on March 27 and most of the seeds are being 'checked out'.

Ms. Masone's Maple Road School students visited the Library on March 14.

**DISPLAY CASE**

West Milford High School photography students of Mr. Shaver are displaying 'outside the box' photography for April. This is one of the best displays ever.

**EMAIL DISTRIBUTION LIST**

The email distribution list remains constant; it is 1080.

**NJ STATE LIBRARY**

I emailed Victoria Rosch with the NJ State Library an updated status of the building project and she provided specific details that need to be addressed by the Library's attorney in regard to the agreement with the Township. I am waiting for additional information from Ms. Rosch regarding a financial aspect of NJ Administration Code that she emailed.

## **PALS PLUS UPDATES**

At the PALS Plus General membership meeting PALS Plus members voted to contract with Recorded Books for Zinio. Zinio provides access to popular magazines that can be downloaded and read on your computer, tablet, or Smartphone.

The PALS Plus catalog is being updated in the summer. The update will improve the functionality of the catalog and provide an easier interface for patrons.

## **PROFESSIONAL DEVELOPMENT**

- 3/11 PALS Plus Director's meeting– Debbie
- 3/19 PALS Plus Technical Services meeting- Janine
- 3/21 JIF Supervisor's Training - Debbie
- 3/27 PALS Plus Executive Board meeting – Debbie
- 3/28 NJLA Scholarship Subcommittee meeting - Debbie

## **STAFF MEETINGS**

For the March meeting we focused on cross training. Librarians were instructed on how to do basic circulation functions in the event a circulation employee is briefly unavailable.