

**West Milford Township Library
Board of Trustees
Regular Meeting
May 13, 2014**

May 13, 2014: The regular meeting of the West Milford Township Library Board of Trustees was called to order at 7:39 pm 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 Liaison

Deborah Maynard, Director
Gina Bencivenne

Absent

Eugene Valenta
Iris Wechling, Superintendent Rep
Mike Hensley, Council Liaison

Public Present:

Approval of Agenda

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

Approval of Minutes

Mayor Bieri motioned to approve the April 8, 2014 Regular Session minutes. Mr. Rogers seconded. All in favor, motion carried.

Mr. Gargano motioned to approve the March 11, 2014 Executive session minutes. Mayor Bieri seconded. All in favor, motion carried.

Mr. Ott motioned to approve the November 12, 2013 Executive Session minutes. Mr. Gargano seconded. Mr. Rogers and Ms. Gridley abstained. Motion carried.

Mr. Gargano motioned to approve the April 8, 2014 Executive Session minutes. Mr. Rogers seconded. Mr. Ott abstained. Motion approved.

Committee Reports

Finance- Mr. Gargano reported on over budgeted issues which were addressed. Monies will be moved from the computer hardware account into several under budgeted accounts. Dr. Oberer read the resolution to move monies from the computer hardware account into the under budgeted accounts. Mr. Gargano, Mr. Ott and Mayor Bieri requested to change wording from "transfer funds" to "transfer proposal". Mr. Gargano motioned to approve the resolution with the amendment. Mr. Ott seconded. All in favor, motion carried.

Mr. Gargano commented on the property and casualty insurance budget and workman's comp. The Board would like Town Hall Finance department to recalculate these figures. The Board would like Ms. Maynard to ask the Township CFO to break down these figures and explain exactly how this premium is calculated.

Personnel- Mr. Rogers had nothing new to report. Ms. Maynard reported no coverage problems at circulation. The performance evaluation of Ms. Maynard is ongoing.

New Building- Mr. Ott reported that Anthony Iovino developed a concept plan for the new Library. The Board discussed potential changes. The Board discussed study rooms, parent rooms, and the gallery.

Fundraising- Ms. Hemstead put together a proposal with three basic subsets; event ball with three subcommittees with citizen members along with Board members is recommended. The Board is asked to recommend citizen members.

Grant writing with Board subcommittee members.

Grass roots/gift giving campaign - asking the community for money. Business leaders for library rooms and tiered gift giving.

Coordinate with the Friends of the Library to raise money.

Publicity – a memorial library and a more structured donor system.

A new library link on the web site with uploaded drawings and plans, a fundraising thermometer, fund drive, and timeline for the public. Several ideas were discussed.

Ms. Maynard is asked to speak to the directors of other libraries that had renovations or built new libraries and ask what they did to fundraise.

Grants Committee – Jim Rogers, Dr. Joan Oberer
New Library Ball – Dr. Joan Oberer, Mayor Bieri
Grass Roots Campaign – Nancy Gridley, Dr. Joan Oberer

Strategic plan committee did not meet.

Director's Report

The financial disclosure report forms were sent out to the Board. A draft of the Council minutes is included in the Board packets. The Friends of the Library book sale went very well. \$3,800 was raised.

The awning was replaced. The fire extinguishers were inspected in April. Stair repair quotes are noted. The Board directed Ms. Maynard to go with Glen Tynan who gave an \$850 repair quote. School visits are being scheduled for Summer Reading. Ms. Monego's art class spruced up the circulation area. The Library will have a table at the Family Festival sponsored by Our Lady Queen of Peace. Volunteers with the West Milford Presbyterian Church will be spring cleaning the Library grounds.

Zinio is now available through our website. World Vital Records is a new database. The Summer Reading Club theme is Fizz, Boom, Read. Kickoff is June 27 at PAL Building.

Statistics for Sunday, May 11 was 41, which is low for Sundays. The statistics have been gathered for nearly a year. The Board will go over the data and talk about Library hours. **Director's full report is attached.**

Unfinished Business

Ms. Hemstead will be the West Milford Television Station representative.

New Business

None

Bill List

Lane Biviano's bill is discussed.

Ms. Gridley 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

June 10, 2014

Adjournment

Mr. Gargano motioned to adjourn at 8:55 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
May 13, 2014**

BUILDING

Awning was replaced and looks great.

Fire extinguishers were inspected in April.

Stair Quotes: PNB Builders \$1,250.00 (repair)

NA Construction \$3,500.00 (repair)

GL Group; this company did masonry work at Westbrook School \$4,900.00 (repair)

Glen Tynan \$ 850.00 (repair) or \$ 3,000 (completely redo stairs). Meet WMTL insurance requirements

Steve Slufik was called several times and never came to quote.

NI Masonry did not provide written quote.

COMMUNITY

We are setting up school visits. Our first scheduled visit is Apshawa Elementary School on June 2.

Ms. Monego's class spruced up the circulation area. It was painted with a chevron design, small art shelves were added and student artwork is displayed in frames on the shelves.

Library materials were prepared for a table at the Family Festival sponsored by Our Lady Queen of Peace. Liz Frey and I will be at this event at different times during the festival. The Festival takes place May 30, 31 and June 1.

Faith in Action is May 18 and Marty Tappan along with members of the West Milford Presbyterian Church will be spring cleaning the Library grounds.

DISPLAY CASE

Michelle Brook's Fisher Price Little People collection is in the display case for May.

EMAIL DISTRIBUTION LIST

The email distribution list remains constant; it is 1082.

FUNDRAISING

The Library set up a Pay Pal account to receive donations electronically from the Library's website. We have not received any donations so far.

NJ STATE LIBRARY

Brochures for the New Jersey Library Trustee Institute program on September 13 are in your board packets.

PALS PLUS UPDATES

Zinio is available to patrons from the Library's website.

World Vital Records is a new database available through PALS Plus and is on the Library's website.

PROFESSIONAL DEVELOPMENT

- 4/8 PALS Plus Director's meeting-- Debbie
- 4/9 PALS Plus Circulation meeting -- Kitty
- 4/9 WM Chamber of Commerce meeting - Debbie
- 4/10 PALS Plus Reference meeting -- Elaine
- 4/30 PALS Plus Executive Board meeting -- Debbie

SCHOOLS

In addition to contacting the schools directly regarding summer reading I also spoke to Sharon West, the district Supervisor of English and Language Arts regarding the schools summer reading list. Ms. West recommended that I visit Macopin Middle School to introduce Overdrive, the Library's downloadable ebook/audiobooks source. We will coordinate dates for this to take place at Macopin.

SUMMER READING CLUB

The overall theme for this year is Fizz, Boom, Read. Our kickoff event is scheduled for June 27 at the PAL Building. We are working on marketing materials and publicity.