

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

July 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	Deborah Maynard, Director
Douglas Ott, President	Gina Bencivenne
Andrew Gargano, Treasurer	
Nancy Gridley, Secretary	
Eugene Valenta	
Gillian Hemstead	
Mayor Bieri	
James Rogers	
Iris Wechling, Superintendent Rep	

Absent

Nancy Gridley, Secretary
James Rogers
Iris Wechling, Superintendent Rep

Public Present:

Kitty Heuer
Ann Genader

Approval of Agenda

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

Approval of Minutes

Doug Ott motioned to approve the June 10, 2014 Regular Session minutes. Andy Gargano seconded. All in favor, motion carried.

Committee Reports

Finance- Andrew Gargano - Did not meet.

Personnel- Jim Rogers - Did not meet.

New Building- Doug Ott discussed the joint meeting with the Council. Microsoft Office Project software was discussed. The Council and Library discussed hiring the Clerk of the Works. Splitting the bid for site work and foundation was also discussed. Anthony Iovino will be questioned about this. Full meetings with the Town Council and Library Board will continue.

Fundraising- Gillian Hemstead reported the committee is putting together a timeline and letter campaign for large donors. A gala event is being scheduled for March. Grant writing will be started soon.

Strategic plan – Eugene Valenta reported they met twice since June. They reviewed the strategic plan item by item. At their July 16th meeting they will finalize the survey.

Director's Report

A patron is concerned about sharing parking with Town Hall at the New Library. She feels there won't be enough parking.

A complete analysis of recent staff changes and projected future budget report are in the Board packets. Reports will be discussed in committee meetings and reported to the Board next month. The audit is complete and a draft was forwarded to the finance committee.

All of the elementary schools and Macopin Middle School were visited. At Macopin, Zinio and Digital Library NJ were discussed as well as the summer reading club. The Library had a table at the farmers market. **Director's full report is attached.**

Unfinished Business

The memorandum of understanding for the Township/Library facility agreement is discussed. The architect and engineering bills will be shared between the Library and Town Hall.

Collective Bargaining Agreement was sent to all Board members.

New Business

Resolution 2014-15 - Approval of Agreement between West Milford Township Library and Township of West Milford for Construction of New Library Facility with a Portion Dedicated for Municipal Use. Andy Gargano read the resolution. Andy Gargano motioned to approve the resolution. Gillian Hemstead seconded. All in favor, motion carried.

Resolution 2014-16 - Approval of Collective Bargaining Agreement for the period of July 1, 2013 through December 30, 2017. Andy Gargano read the resolution. Doug Ott motioned to approve the resolution. Andy Gargano seconded. All in favor, motion carried.

Bill List

Andy Gargano questioned the transfer bill for utilities from the New Library Account to the Operating Account. Dr. Oberer discussed Lane Biviano's bill. Gillian Hemstead motioned to approve both bill lists. Doug Ott seconded. All in favor, motion carried.

Public Petitions and Requests

Ann Genader congratulated the Board for their work on the New Library.

Andy Gargano motioned to close the public session at 8:20 pm. Gillian Hemstead seconded. All in favor, motion carried.

Closed Session

NONE

Date of Next Meeting

August 12, 2014

Adjournment

Andy Gargano motioned to adjourn at 8:21pm. Gillian Hemstead seconded. All in favor, motion carried.

Minutes prepared and respectfully submitted by:

Gina Bencivenne
Administrative Clerk

West Milford Township Library
DIRECTOR'S REPORT
July 8, 2014

ACTION ITEMS FROM PERFORMANCE IMPLEMENTATION PLAN

Complete analysis of recent staff schedule changes report is in your packet.
Projected future budget report is in your board packet.

AUDIT

Dave Bottge completed the Library's audit on May 28. A draft copy of the audit was forwarded to the finance committee. As soon as I have the go ahead to let FWCC (Ferraioli, Wielkotz, Cerullo & Cuva) know it is good, they will send the final copies.

COMMUNITY

Our school visits went well. We were able to go to all six elementary schools and in addition I was at Macopin Middle School for three days to review resources the Library has available for students from the Library website. I presented to all (approximately 600) Macopin students. Cheri Orlando, the School Media Specialist, coordinated the visits and the presentations were held in the media center.

June 18 the Library had a table at the farmer's market. I was able to sign up residents for library cards and promote the free Monday night programs and the summer reading club.

DISPLAY CASE

For July, the display case is promoting Fizz, Boom, Read—the Library's Summer Reading Club.

EMAIL DISTRIBUTION LIST

The email distribution list is 1086, an increase of four!

MARKETING

The summer issue of Fine Print is in your board packet.

PROFESSIONAL DEVELOPMENT

6/9 PALS Plus Youth Services meeting--Theresa
6/11 PALS Plus Circulation meeting – Kitty
6/16 Staff meeting
6/18 PALS Plus Tech Services meeting – Janine

SCHOOL VISITS

6/2 Apshawa School
6/9 Maple Road School
6/11 Westbrook School
6/12 Macopin Middle School – Meeting with Sharon West and Cheri Orlando
6/16 Macopin Middle School
6/16 Upper Greenwood Lake School
6/17 Paradise Knoll School
6/18 Macopin Middle School & West Milford Farmer's Market
6/19 Macopin Middle School
6/20 Marshall Hill School

SUMMER READING CLUB UPDATE

West Milford patron count statistic was 663 for Friday June 27, which was the first day to sign up for the summer reading club and adult, teen, children and baby programs.

Brian Richards, the magician scheduled to perform for the kickoff event was in a car accident and was not able to be at the program. His car was not drivable, but he was fine. The show will be rescheduled. The date has not yet been scheduled.

June 30, the first Monday night program for adults was successful with 110 people attending. It's a great start to the adult programs.