

**West Milford Township Library
Board of Trustees
Regular Meeting
January 13, 2015**

January 13, 2015: 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. 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 Bettina Bieri
James Rogers

Gina Bencivenne

Absent

Iris Wechling, Superintendent Rep
Mike Hensley, Town Council Liaison

Public Present:

Marty Tappan
Kitty Heuer
Ann Genader
Gale Barth

Approval of Agenda

Andy Gargano requested "Election of Officers" under new business, to be moved up on the agenda. Mayor Bieri motioned to approve the agenda as amended. Jim Rogers seconded. All in favor, motion carried.

Approval of Minutes

Mayor Bieri motioned to approve the December 9, 2014 meeting as amended. Nancy Gridley seconded. All in favor, motion carried.

Directors Report

Joanne Grady submitted a monthly report.

Building news – a garden sculpture, donated in 2001 by the West Milford Garden Club in memory of Emily Kress, was damaged during snow removal. Marty Tappan, President of the Friends of the Library, purchased the statue and was asked to do research about replacing it.

There was a strong odor in the adult room on December 12. Delta Mechanical was called and found the equipment to be in working order. The odor had cleared from the building by evening.

Bill Bender of Bender Landscaping terminated his position as of December 10, 2014. The Township has agreed to take over the snow removal and sidewalk salting for the Library. It will be worked as a chargeback but the library must buy the calcium chloride for salting in advance.

On January 3, 2015 the Library closed at 2:30pm due to weather conditions. Jim Rogers recommended notifying Dr. Oberer whenever a closing is considered due to weather. A Trustee suggested following

what the Township schools do. The decision of January 3, 2015 to close is not being questioned, just that the Board President should be notified.

A. C. Daughtry inspected the fire system and found it in good working order. It was recommended to replace all smoke alarms over ten years old.

Kathy Coyman of the West Milford Health Department completed an inventory of cleaning products, chemicals, supplies and sprays in accordance with the Right to Know Law. She will update our binder and return it next week.

Following the Boards' approval of a change in Friday evening operating hours, three employees Friday schedules had to be adjusted.

The Strategic Plan was posted to the website on the About page. All 2014 Resolutions will also be posted to the website.

At the request of Dr. Oberer and Doug Ott, a shelving count in linear feet was completed by Joanne Grady, Liz Frey and Elaine Bindler.

Janine Ellis attended the PalsPlus Tech Services Committee meeting on Wednesday, December 17.

Committee Reports

Finance- Andrew Gargano reported they did not meet.

Personnel- Jim Rogers reported that the nominations for Election of Officers were discussed. The July 4th holiday was discussed. The holiday schedule should be amended to close on federal holidays according to the Collective Bargaining Unit. Andy Gargano motioned to close on Friday, July 3 to be consistent with the federal holiday closings and the Collective Bargaining Unit. We will also close on Saturday, July 4th. Jim Rogers seconded. All in favor, motion carried.

Jim Rogers motioned to give a salary increase for two employees in conjunction with the Collective Bargaining Unit. A contract will be written and forwarded to Town Hall. Gillian Hemstead seconded. All in favor, motion carried.

The directors' position is discussed. The position has been re-posted. Two resumes have been received. The personnel committee will interview the candidates on February 19.

New Building- Doug Ott reported they met with Anthony Iovino. The new set of documents is presented to the Board. There seems to be less shelving than we now have. The Board recommends adding 20-30% more shelving. Discussion followed. The position of the reference desk is also discussed.

Fundraising- Gene Valenta reported that on Saturday December 22, he and Dr. Oberer went to Casa Bianca to meet with Sam, the owner, to discuss canceling the gala and receive a refund. Gene Valenta followed up with an email to Sam and read the email into the minutes. The "Save the Date" notice for the gala will be changed to "postponed until further notice".

Ad Hoc West Milford Cable Television- Gillian Hemstead reported the channel is up and running. It was suggested that all of the Library events be on the community bulletin board. It was agreed that a program guide would be helpful.

Ad Hoc Strategic Planning – Eugene Valenta reported they met today. The execution chart still needs to be updated.

Unfinished Business

Workforce Innovation and Opportunity Act-Jim Rogers has nothing new to report.

New Business

Election of Officers for 2015

At the Personnel Committee meeting, Board Officers were discussed and Jim Rogers, Chair stated the recommendations are as follows:

Dr. Joan Oberer for President, Doug Ott for Vice President, Andy Gargano for Treasurer, and Nancy Gridley for Secretary. Gillian Hemstead seconded. All candidates gladly accepted their nominations. All in favor, motion carried. Mayor Bieri stated that all officers have done a wonderful job in the past.

The following resolutions were presented:

2015-1 For Designating Signatures on Library Accounts

2015-2 For the Designation of a Depository

2015-3 For Claims Requiring Payments Between Meetings

2015-4 For the Authorization of the Library to Maintain a Petty Cash Fund in the Amount of \$100.

2015-5 For Authorizing the Award of a Contract for Accounting Services

2015-6 For Authorizing the Award of a Contract for Legal Counsel

2015-7 For Authorizing the Award of a Contract for Audit Services

2015-8 For Designating the Legal Newspapers for the Publication of Legal Notices and Other Items for the Library

Doug Ott motioned to approve all resolutions. Nancy Gridley seconded. All in favor, motion carried.

Andy Gargano requested removing the "Approval of the Agenda" item from the agenda. Mayor Bieri seconds. All in favor, motion carried. Andy Gargano motioned to add an additional public petitions and requests section and place it after the approval of minutes. A five minute limit is requested during this time. Jim Rogers seconded. All in favor, motion carried.

Mayor Bieri questioned patrons having to submit a driver's license to renew their library card every year. Dr. Oberer said Joanne Grady will bring this to the attention of PalsPlus and have them add it to their agenda for their next policy meeting.

Bill List

Andy Gargano commented on the bills from the architect. At the next meeting with the architect, cost will be discussed. Discussion followed.

Gillian Hemstead motioned to approve both bill lists. Doug Ott seconded. All in favor, motion carried.

Public Petitions and Requests

Marty Tappan stated this year's book sale will be April 24-May 2.

Andy Gargano motioned to close public session at 8:58pm. Mayor Bieri seconded. All in favor, motion carried.

Andy Gargano motioned to go into Executive Session to discuss personnel at 9:02pm. Gillian Hemstead seconded. All in favor, motion carried.

Closed Session

Personnel

Nancy Gridley motioned to end Executive Session at 9:45pm. Gene Valenta seconded. All in favor, motion carried.

Date of Next Meeting

February 10, 2015

Adjournment

Gillian Hemstead motioned to adjourn at 9:45pm. Jim Rogers seconded. All in favor, motion carried.

Minutes prepared and respectfully submitted by:

Gina Bencivenne
Administrative Clerk