

**West Milford Township Library
Board of Trustees
Regular Meeting
May 12, 2015**

May 12, 2015: The regular meeting of the West Milford Township Library Board of Trustees was called to order at 7:30 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	Ricardo Pino, Director
Douglas Ott, Vice President	Joanne Grady
Andrew Gargano, Treasurer	
Nancy Gridley, Secretary	
Mayor Bettina Bieri	
James Rogers	
Eugene Valenta	
Gillian Hemstead	

Absent

Mike Hensley, Town Council Liaison
Anthony Riscica, Superintendent of Schools

Public Present:

Marty Tappan
Kitty Heuer
CarLa Horton
Gale Barth
Celeste Hampton

Approval of Minutes

Mayor Bieri motioned to approve the April 14, 2015 Regular Meeting minutes. James Rogers seconded. All in favor, motion carried.

Public Petitions and Requests

- Marty Tappan stated that:
 - The WMTL Friends annual book sale was a success;
 - The Friends will continue selling donated books on the front lawn of the Library throughout the summer;
 - “Korea: The Forgotten War”, a presentation sponsored by the Friends, will take place on Memorial Day, Monday, May 25, 2015 at 7:00 PM in Town Hall Council Chambers.
- Gale Barth thanked Marty Tappan for her work on behalf of the Friends.
- Dr. Oberer, personally and on behalf of the Board, thanked the Friends and recognized Marty and Gene Tappan, Doug and Carolyn Ott, and Jim and Bonnie Rogers for their hard work.

- CarLa Horton commented that she is looking forward to the new library building and offered her assistance with the project.

Andrew Gargano motioned to close public petitions and requests; Nancy Gridley seconded.

Directors Report

- *Finance:*
 - The Director drew up financial reports and participated in a meeting to prepare the new library building municipal bond ordinance for presentation to the Town Council. Meeting participants included the Board of Trustees New Building Committee, Charles Ferraioli, and the Township Administrator, CFO, and Clerk.
 - Scheduled meeting with CFO to improve costs reporting from the Town against the Library's allocation.
- *Personnel:*
 - Regular department meetings have been set up to focus on best practices for customer service, simplifying schedules and reviewing policies.
 - Library staff received numerous letters of thanks and baked goods from the community in recognition of National Library Week.
- *Facilities and Grounds:*
 - Minor maintenance issues have been repaired.
 - The Finn property received a spring clean up.
- *Programming:*
 - The Library is hosting a seed bank in partnership with the 4-H Velveteens;
 - The annual Friends of the Library Book Sale was a great success. The Director also thanked Marty Tappan for her work organizing the event;
 - The Children's Room hosted a celebration of el Día de los Niños/Libro (Children's /Book Day). The Director read a Peruvian folk tale in Spanish and English to a rapt group.
- *PALS Plus:*
 - Attended the Executive Board meeting to advocate for policy changes that will improve service for West Milford patrons. The Board agreed to refer proposed changes to the Policy Committee for discussion.
 - Progress has been made in identifying a candidate to serve as the PALS interim Executive Director. A candidate should be presented to the membership shortly.

Committee Reports

- *Personnel:* James Rogers, Chairperson, reported the committee met on May 7, 2015 to discuss:
 - Preparing a performance evaluation of Ricardo Pino's first three months as Director;
 - Ricardo's request to approve allowing staff working on Sunday to enter the Library 15 minutes prior to operating hours to adequately prepare the building for opening. Request was approved.
- *Finance:* Andrew Gargano, Chairperson reported the committee met on May 7, 2015 to discuss:
 - The 2015 operating budget;
 - New Building expense breakdown to present to the Township Administrator;
 - Capital budget for the New Building and bond repayment.

Andrew Gargano recommended adopting the 2015 operating budget. Gillian Hemstead motioned to approve. Douglas Ott seconded. All in favor; motion carried.

- *New Building*: Douglas Ott, Chairperson, reported the committee met on May 12, 2015:
 - Architect Anthony Iovino has submitted a full set of plans and the full bid packet;
 - Drawings have been forwarded to Tim Ligus, Township Construction Official, to ensure all plans comply with building, electrical, and plumbing codes.

Unfinished Business

- Workforce Innovation and Opportunity Act. While searching for updates on WIOA, James Rogers was referred to a recent announcement of grant monies made available by the New Jersey Department of Labor to 26 public libraries to assist job-seekers. He will continue to seek updates on both programs to see if the Library can participate.
- Dr. Oberer stated she was asked about Assembly Bill A3966, the New Jersey Library Construction Bond Act, which makes \$125MM available to finance public library capital projects. Dr. Oberer asked the Director to follow up and report back to the Board.

New Business

Bill List

- Ricardo Pino confirmed insurance certificates were received from electrician Ray Nebiker and Cody's Mow Mow Lawn Service.
- James Rogers motioned to approve bill lists. Nancy Gridley seconded. All in favor, motion carried.

Public Petitions and Requests

Dr. Oberer again opened the meeting for public petitions and requests:

- Marty Tappan reminded the Board that Faith in Action volunteers would mulch the Library grounds on May 17, 2015. She also requested flower beds be weeded by then.
- James Rogers thanked Ricardo Pino and Kitty Heuer for contacting local channel 77 to tape the May 25th Korean War program presented by Dr. Kane.
- In response to Celeste Hampton's inquiry, Ricardo Pino stated that the Seed Bank organized by Celeste and hosted by the Library has been a success. He thanked the WMTL Friends for subsidizing some material costs. Celeste will restock seeds and requested that the Library send thank you letters to the two companies that donated the seeds.

Douglas Ott motioned to close the public session. Gillian Hemstead seconded. All in favor, motion carried.

Andrew Gargano motioned to enter Executive Session at 8:11 PM. Nancy Gridley seconded. All in favor, motion carried.

Executive Session

Eugene Valenta motioned to approve the Executive Session minutes of April 14, 2015. Gillian Hemstead seconded. All in favor, motion carried.

Nancy Gridley motioned to end Executive Session at 8:56 PM. James Rogers seconded. All in favor, motion carried.

Date of Next Meeting

June 9, 2015

Adjournment

Gillian Hemstead motioned to adjourn at 8:57 PM. Andrew Gargano seconded. All in favor, motion carried.

Minutes prepared and respectfully submitted by:

Joanne Grady
Supervising Librarian