

**West Milford Township Library  
Board of Trustees  
Regular Meeting  
June 9, 2015**

**June 9, 2015:** The regular meeting of the West Milford Township Library Board of Trustees was called to order at 7:32 PM by Douglas Ott in the Main Meeting Room at Town Hall.

**Open Public Meetings Law**

Douglas Ott reviewed the announcement.

**Roll Call of Members:** The following Board and staff members were present:

Douglas Ott, Vice President  
Andrew Gargano, Treasurer  
Nancy Gridley, Secretary  
Mayor Bettina Bieri  
James Rogers  
Eugene Valenta

Ricardo Pino, Director  
Gina Bencivenne

**Absent**

Dr. Joan Oberer, President  
Gillian Hemstead  
Anthony Riscica, Superintendent of Schools

**Public Present:**

Marty Tappan  
Kitty Heuer  
CarLa Horton  
Doris Aaronson

**Approval of Minutes**

Andrew Gargano motioned to approve the May 12, 2015 Regular Meeting minutes. Nancy Gridley seconded. All in favor, motion carried.

**Public Petitions and Requests**

Andrew Gargano motioned to close public petitions and requests. James Rogers seconded. All in favor, motion carried.

**Directors Report**

*Facilities and Grounds*

- HVAC units were serviced on June 4, 2015. The technician found a malfunctioning coil which could cause larger malfunctions if not repaired. An estimate for the coil repair was requested.
- A shelf tipped up and its contents fell on a juvenile patron when he pulled on it to get up from the floor. He was not hurt. The Director tested all of the shelves and found many that could tip up with some pressure applied. The solution, installing extra clips on top of each shelf, could cost as little as \$130. Gina Bencivenne is researching costs and vendors.

### *Personnel*

- 2014 Employee Performance Review Process has begun. The Director will sit in on all staff/supervisor meetings to see how the process can be improved. Reviews will be finished by June 30, 2015.

### *Service/Outreach Highlights*

- Thanks to Elyse Schear, WMTL is now an Affiliate Member of the National Network of Libraries of Medicine, giving us access to medical information for the public. Elyse participated in the West Milford High School Health Fair, giving out materials and information geared to young adults that she requested from NNLM.
- After a recommendation from a West Milford parent who is a heavy user of the library and has served on various school PTAs, the Director reached out by e-mail to the interim High School principal to open a dialogue about preparing two separate one-sheets, one for parents and one for high school students, detailing what Library resources are available to support both. Examples include customized computer classes and electronic databases for homework help. The Director did not hear back from the interim Principal, but will reach out again.
- The summer reading books lists for West Milford's schools were received early this year, so staff have processed and prepared materials for summer assignments.
- The collection development budget was reapportioned to purchase more e-books available for checkout only to West Milford residents, not all of PALS Plus. Data analysis shows that West Milford cardholders are heavy downloaders of ebooks. James Rogers suggested heavily marketing the expanded collection.

### *Institutional Membership*

- PALS Plus has chosen Robert White, formerly the Executive Director of BCCLS, to be the interim Executive Director of PALS starting July 1, 2015. He will be introduced to the Directors at the next PALS Executive Board meeting, which the Director will attend.
- The Director addressed the Policy Committee of PALS Plus to request changes in registering and renewing cardholders to improve customer service, and to address unique West Milford needs. The committee agreed to forward four recommendations to the PALS Plus Executive Board for consideration.

### **Committee Reports**

*Finance:* Andrew Gargano, Chairperson reported they met on June 4, 2015:

- Ricardo Pino updated the committee on NJ Assembly Bill A3966 for library construction projects. As currently written, the State Library would administer one-to-one grants to qualifying capital projects. If there is no movement by the Assembly and Senate to place the bill on November's referendum ballot, however, it will not be considered until 2016. Ricardo will update the Board with any progress.
- Ricardo Pino presented the issue of patrons with excessive lost items and fines to the Committee. Andrew asked Ricardo to present the issue to the entire Board as a New Business item.
- Ricardo recommended investing in locking media cases and wireless headsets for service desk personnel, in anticipation of moving into the new building. Andrew asked for pricing information to be presented as a New Business item for the next Board meeting.

*New Building:* Douglas Ott, Chairperson, reported that Township code officials are reviewing the bid packet. Their changes will be sent to the architect, at which point finalized plans can be submitted and sent out to bid. There is no timeframe, though Douglas hopes it will only be a few days.

*Personnel:* James Rogers, Chairperson, reported they met twice in the past month to draft Ricardo Pino's three month performance evaluation.

### **Unfinished Business**

- Discussion of the Capital Plan draft was tabled for the next meeting.

### **Public Petitions and Requests**

Douglas Ott again opened the meeting for public petitions and requests:

- Doris Aaronson commented that in Chevy Chase or Bethesda, MD, the public library and the Economic Development Council worked together to devise a program where parents could drop off children at a library close to a retail shopping area while the parents shopped. The intent was to foster love of books in children. She recommended the library look into a similar program.

### **New Business**

- Patrons with excessive lost item fines. Ricardo reported that a spot check of lost items revealed a very small group of egregious offenders never returning items, with library losses totaling as high as \$1,000 from one user. Discussion on the topic included:
  - How to recover the items. Strategies discussed included placing a lien against a person's property to affect their credit, having summonses delivered by police to a patron's residence, contracting a collection agency, and offering an amnesty period for returning lost items. Ricardo was asked to consult with the library attorney as to whether the library can place a lien, and attendant costs.
  - Limiting checkouts. The merits of limiting checkouts of all items or certain items were discussed. James Rogers and Ricardo Pino will meet to review checkout policy and make recommendations to limit exposure to this kind of abuse.

### **Bill List**

- Andrew Gargano raised a concern over a large bill from Arcari + Iovino Architects that would zero out the budgeted amount for Construction Documents. Consensus reached was to withhold sending the check until finalized bid documents have been received, and the bid process has opened.
- Andrew requested updated and corrected Certificates of Insurance for two vendors.
- James Rogers asked to clarify if a bill for Pearl Observatory was for an astronomy program for the Summer Reading Club. Ricardo verified that it was.

Nancy Gridley motioned to approve both bill lists without releasing the Arcari + Iovino bill. Jim Rogers seconded. All in favor, motion carried.

### **Public Petitions and Requests**

Douglas Ott again opened the meeting for public petitions and requests.

Andrew Gargano motioned to close public session. Nancy Gridley seconded. All in favor, motion carried.

Nancy Gridley motioned to enter Executive session at 8:23 PM to discuss personnel. Gene Valenta seconded. All in favor, motion carried.

**Executive Session**

James Rogers motioned to end Executive Session at 8:35 PM. Andrew Gargano seconded. All in favor, motion carried.

Douglas Ott motioned to approve Executive Session minutes of May 12, 2015. Mayor Bettina Bieri seconded. All in favor, motion carried.

**Date of Next Meeting**

July 14, 2015

**Adjournment**

Mayor Bettina Bieri motioned to adjourn at 8:36 PM. Andrew Gargano seconded. All in favor, motion carried.

Minutes prepared and respectfully submitted by:

Regina Bencivenne  
Administrative Clerk