

**West Milford Township Library
Board of Trustees
Regular Meeting
July 14, 2015**

July 14, 2015: The regular meeting of the West Milford Township Library Board of Trustees was called to order at 7:36 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
Douglas Ott, Vice President
Andrew Gargano, Treasurer
Nancy Gridley, Secretary
Gillian Hemstead

Ricardo Pino, Director
Gina Bencivenne

Absent

Mayor Bettina Bieri
James Rogers
Eugene Valenta
Anthony Riscica, Superintendent of Schools

Public Present:

Marty Tappan
Gale Barth
Laurie Byro

Approval of Minutes

Andrew Gargano motioned to approve the June 9, 2015 Regular Meeting minutes. Douglas Ott seconded. All in favor, motion carried. Dr. Oberer abstained as she was not at the June meeting.

Public Petitions and Requests

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

- Laurie Byro praised the Library Board, WMTL's programming, and past and present staff.
- Marty Tappan of the Friends of the Library (FOL) commented on the following:
 - The high quality of Fine Print's summer issue, though it was costly to mail.
 - Weeding of the Library grounds. While the Library landscaper waters and does light weeding, the Director clarified that he welcomes any volunteers who wish to help maintain the grounds, as long as they inform staff when they are working on the grounds.
 - The sidewalk book sale is going well.
 - The high quality of our Children's Librarian, Theresa McArthur, and WMTL's Children's Room, especially in comparison to other libraries she has visited in the area.

Dr. Joan Oberer asked the Director to convey to the staff the praise from the public, and closed the public petitions and requests portion of the meeting.

Director's Report

The Director thanked the public for their praise of the staff, and added his own.

Facilities and Grounds

- The library's gutters were cleaned. The Director thanked Tim Ligus for his work.
- Tim Ligus was also thanked for coordinating the trimming of tree branches hanging dangerously over the library's phone and power lines.
- The table tops of the picnic benches in our back area will be replaced. The stone memorial bench in that area has been damaged, and will be repaired. It has been moved out of the way until then.

Personnel

- All but one employee has had their 2014 Performance Review. The final one will be completed by the third week of July. The Director has sat in on all reviews to see how to modify the process to focus more on future goals and objective-setting.
- Two patron incidents occurred in June that will require discussion in Closed Session to set public and staff safety procedures.

Service/Outreach Highlights

- The Summer Reading Club has launched. Adult and juvenile programs have been very popular. The Director thanked Tim Roetman for working with the Library to provide access to the PAL building since its closure. The PAL Building is one of the advertised backup locations for several juvenile programs.
- The Director will research what rate structure the Library could qualify for in order to do mass mailings of Fine Print

Policy

- The Director asked for the formation of a Policy Committee to update and formulate public-facing policies he feels are lacking. One instance that highlighted the need included a patron posting her library card number and direct links to our databases, along with instructions on how to access them using her card number, on an unsecured public website. This is a direct violation of our agreement with our database vendors. While she cooperated when asked to take down the information, there is no stated policy to point to in such instances.
- James Rogers, Elizabeth Frey, and the Director met on June 24, 2015 to review circulation policy for checkout limits. Recommendations will be made to the Policy Committee once it is formed.

Institutional Membership

- On July 8, 2015, the Director met with Robert White, the interim Executive Director for PALS Plus. Topics discussed relevant to WMTL include:
 - Leveraging volume business with vendors common to all PALS libraries to receive better discounts on material pricing and eliminate shipping costs.
 - Reassessing the rate card that determines fees for PALS membership.
 - Standardizing cataloging between member libraries.

- PALS will roll out a new online public access catalog on August 3, 2015. WMTL staff are currently beta testing and providing feedback, as all PALS member libraries should be doing.

Nancy Gridley commented that she was excited to see that Donna Weinbrecht was presenting a program as part of the Summer Reading Club.

Andrew Gargano asked whether Fine Print was being distributed electronically. The Director responded that it has not been, outside of a link on the library website. In the past, weekly events were sent to a distribution list maintained by the previous Director. The Director was asked to look into the distribution list and to send out more materials electronically.

Committee Reports

Finance: Andrew Gargano, Chairperson, reported they met on July 9, 2015:

- Strategies for what to do with patrons with excessive lost items were discussed. Before implementing any of these, however, an updated circulation policy needs to be passed by the Board.
- Assembly Bill 3966, providing matching funds for new library construction, has stalled in committee. Any future action would have to occur in 2016.
- The Capital Plan draft is still in review. Board members are asked for input.

New Building: Douglas Ott, Chairperson, reported that:

- The New Library bid opening was advertised on June 28, 2015. 28 bid packages have been picked up as of July 13.
- The deadline for submitting bids is July 31, 2015. The bids will arrive in sealed envelopes. The Township Clerk will open the bids in public and announce the contractor and bid amount. The three lowest bids will go to the architect for review.

Personnel: Dr. Joan Oberer stepped in for James Rogers, Chairperson, (absent), to report that the Committee did not meet, but did perform the Director's three month performance review, and were satisfied with his performance.

Unfinished Business

- The capital plan is complete but is awaiting input from the Board.

New Business

- An Ad Hoc Policy Committee is formed, with Douglas Ott as chair, and James Rogers and Gene Valenta as members. Nancy Gridley and Gillian Hemstead will provide technical and legal/substitution support respectively. The committee will also liaison with the Finance Committee.

Bill List

Gillian Hemstead motioned to approve the bill list. Douglas Ott seconded. All in favor, motion carried.

Public Petitions and Requests

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

- Laurie Byro praised Robert White, the interim Executive Director of PALS Plus.

Dr. Joan Oberer closed the public session.

Gillian Hemstead motioned to enter Executive session for the purpose of discussing staff and public safety procedures at 8:20 PM. Andrew Gargano seconded. All in favor, motion carried.

Closed Session

Gillian Hemstead motioned to end Executive Session at 8:45 PM. Andrew Gargano seconded. All in favor, motion carried.

Andrew Gargano motioned to approve Executive Session minutes of June 9, 2015. Douglas Ott seconded. All in favor, motion carried.

Date of Next Meeting

August 11, 2015

Adjournment

Gillian Hemstead motioned to adjourn at 8:46 PM. Andrew Gargano seconded. All in favor, motion carried.

Minutes prepared and respectfully submitted by:

Regina Bencivenne
Administrative Clerk