

**West Milford Township Library  
Board of Trustees  
Regular Meeting  
August 11, 2015**

**August 11, 2015:** The regular meeting of the West Milford Township Library Board of Trustees was called to order at 7:31 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  
Mayor Bettina Bieri  
James Rogers  
Gillian Hemstead  
Eugene Valenta

Ricardo Pino, Director  
Gina Bencivenne

**Absent**

Anthony Riscica, Superintendent of Schools

**Public Present:**

Marty Tappan  
Gale Barth  
Kitty Heuer

**Approval of Minutes**

Andrew Gargano motioned to approve the July 14, 2015 Regular Meeting minutes. Gillian Hemstead seconded. Mayor Bieri, James Rogers and Gene Valenta abstained as they were not at the July 14, 2015 meeting. Motion carried.

**Public Petitions and Requests**

Marty Tappan commented that:

- The ice cream social to end the Summer Reading Club was a success, with approximately 60 children and parents attending.
- The ongoing sidewalk book sale is also going well.

Dr. Joan Oberer closed the public petitions and requests portion of the meeting.

Let the record show that Nancy Gridley arrived at 7:35 PM.

**Directors Report**

*Personnel:*

- Kitty Heuer has resigned from her position in the Circulation department, effective August 21, 2015. The Director praised Kitty for her work, thanked her for her support and professionalism,

and wished her well. Dr. Joan Oberer, speaking on behalf of the Board, also thanked and praised Kitty.

- Staff roles and responsibilities were already being reviewed to enhance efficiencies and maintain service levels, with some key areas already identified. Kitty's departure has only heightened the need to move forward sooner rather than later.

*Service/Outreach:*

- The 2015 Summer Reading Club has concluded and was a big success. The Director thanked the Friends of the Library for logistical and financial support, and The Chelsea for additional financial support.
- Two outdated public computers have been replaced with newer models. Computer usage has risen enough that two of the library's laptops have also been made available for public use.
- The Advantage eBook program has debuted. eBook statistics have since risen dramatically.

*Institutional Membership:*

- PALS Plus rolled out a new online public access catalog named Enterprise. The Director has not gone live with Enterprise on the WMTL website as he believes it is not ready to be rolled out. He is working with the Reference staff to gather feedback for improving defects and making sure it is viable for public use.

The Director also thanked Gale Barth for her assistance in preparing estimates and financial data towards the new library building budget and costs estimates.

**Committee Reports**

*Fundraising:* Gene Valenta, Chairperson, reported that the committee did not meet.

*Personnel:* James Rogers, Chairperson, reported that the committee did not meet.

*New Building:* Doug Ott, Chairperson reported that 13 bids for the new library construction project were received. Architect Anthony Iovino has selected the lowest qualified bidder. The committee is working with the Town Council to finalize bonding for the project.

*Finance:* Andrew Gargano, Chairperson, reported that the committee did not meet.

**Unfinished Business**

None

**New Business**

The 2014 Audit began on August 11, 2015. The Auditor recommended transferring \$112,401.91 from the 2014 operating budget to the New Library Capital Fund. Since no printed resolution was available for the transfer, language for the resolution was clarified. Nancy Gridley motioned to approve the resolution verbally but to withhold transferring the funds until the resolution was properly drafted and signed. Gillian Hemstead seconded. All in favor, motion carried.

The Auditor also noted that the 2013 audit recommended transferring \$51,000 from the 2013 operating budget to the New Library Capital Fund, but that the funds were never transferred. That resolution had been properly drafted and signed. The transfer will be made.

**Bill List**

Mayor Bieri motioned to approve both bill lists. Gene Valenta seconded. All in favor, motion carried.

**Public Petitions and Requests**

None

Dr. Joan Oberer closed the public session, and once again thanked Gale Barth, Marty Tappan, and Kitty Heuer.

Andrew Gargano motioned to enter Executive Session for the purpose of discussing public safety tactics and procedures, and new library finance, at 7:48 PM. Gillian Hemstead seconded. All in favor, motion carried.

**Closed Session**

Andrew Gargano motioned to end Executive Session at 8:49 PM. Douglas Ott seconded. All in favor, motion carried.

Douglas Ott motioned to approve Executive Session minutes of July 14, 2015. Andrew Gargano seconded. Mayor Bieri, James Rogers and Gene Valenta abstained as they were not at the July 14, 2015 meeting. Motion approved.

A motion was unanimously approved recognizing Architect Anthony Iovino's recommendation of UniMak, LLC as the lowest qualified bidder for the new library construction project.

**Date of Next Meeting**

September 8, 2015

**Adjournment**

Andrew Gargano motioned to adjourn at 8:50 PM. Gene Valenta seconded. All in favor, motion carried.

Minutes prepared and respectfully submitted by:

Regina Bencivenne  
Administrative Clerk