

**West Milford Township Library  
Board of Trustees  
Regular Meeting  
January 12, 2016**

**January 12, 2016:** 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	Ricardo Pino, Director
Douglas Ott, Vice President	Gina Bencivenne
Andrew Gargano, Treasurer	
Nancy Gridley, Secretary	
Mayor Bettina Bieri	
James Rogers	
Eugene Valenta	

**Absent**

Gillian Hemstead  
Daniel Novak, Delegate, Superintendent of Schools

**Public Present:**

Marty Tappan  
Councilwoman Marilyn Lichtenberg  
Lisa Green  
Gale Barth

Election of Officers – Mayor Bieri motioned to re-elect all 2015 Officers to the same offices for 2016. James Rogers seconded. All in favor, motion carried.

Dr. Oberer reappointed all 2015 standing Committee membership and Chairpersons to the same roles for 2016, and reconfirmed the existing Committee meeting schedule.

**Approval of Minutes**

Douglas Ott motioned to approve the December 8, 2015 Regular Meeting minutes. Andrew Gargano seconded. All in favor, motion carried.

**Public Petitions and Requests**

Councilwoman Marilyn Lichtenberg thanked the Board for all of their hard work on behalf of the Library.

James Rogers motioned to close Public Petitions. Andrew Gargano seconded. All in favor, motion carried. Dr. Oberer closed the Public Petitions and Requests portion of the meeting.

**Director's Report**

*Facilities:*

- While a portion of the Library property along the parking lot has been excavated, it is part of a Township fuel tank remediation project and not a Library project or cost.
- The Library received two unwarranted fire code violations. The Director forwarded to the Fire Marshall paperwork that annual fire extinguisher inspection had been performed in May/June 2015 and was still valid, and that annual fire alarm testing had been performed on January 12, 2016, ahead of the deadline.

- The bookdrop cart has been repaired by Doug Hand.
- A wire from the exterior platform outlets to the electric meter has been severed, likely from a combination of time and weather. The conduit housing the wire was not properly sealed, allowing water to enter and freeze. That ice will have to thaw before attempting to replace the wire. The wire needs to be replaced with a thicker gauge due to updated electrical codes. Should the thicker gauge not fit in the existing conduit, a new trench will have to be dug, with new conduit, to properly reconnect the outlets to the meter. Scope of work and cost will be reassessed in the spring once the conduit has thawed.

*Service/Outreach:*

- The 2014 WMTL Audit has been made available to the public as a PDF on the “About Us” page of the Library’s website.
- The Director is meeting with a copier vendor next week to go over a proposal for better pricing for the current need for 2 copiers/printers, with the option of adding a third once the new building opens without having to sign a separate lease.

**Committee Reports**

*Finance:* Andrew Gargano, Chairperson, reported that the Committee met on Thursday, January 7, 2016, to review current bills and the finances of the new building construction project.

*Fundraising:* Gene Valenta, Chairperson, reported that the Committee met on Thursday January 7, 2016:

- Fundraising documents were finalized and placed in Trustee packets for review.
- The Committee has raised \$104,500 to date. Recent contributions have included:
  - \$1,000 from Kurt and Debbie Grimmelmann, along with a matching \$1,000 from Bank of America;
  - \$2,500 from Lakeland Bank, which expressed the intent to donate annually. Lakeland also offered to market the construction progress as part of the newsfeed loop displayed on their television monitors.
- Dr. Oberer and Gene Valenta visited four banks on Friday, January 8, 2016, seeking other fundraising opportunities.
- Gene Valenta encouraged the Trustees to:
  - Leverage personal contacts for fundraising opportunities, and to forward any potential donors to the Committee for follow-up;
  - View the Committee’s activities and finalized documents through the Google Docs space set up by the Committee. Nancy Gridley will send invitations for access privileges to all Trustees. Only Trustees and the Director will have access.
- Douglas Ott commented that the Friends of the Library seem to be receiving more generous donations than usual, probably attributable to excitement over the new building.

*Personnel:* James Rogers, Chairperson, reported that the Committee met on Thursday, January 7, 2016, to discuss the Director’s annual review, with further discussion to take place in Executive Session.

*New Building:* Douglas Ott, Chairperson, reported that the Committee met on Tuesday, January 12, 2016:

- Construction continues to progress well, though with everything so far being low to the ground it can be difficult to see. Backfilling around the foundation will commence during the week.

- Important construction-related meetings the Director has had or will have during the week include:
  - Telecommunications, with a representative from Verizon, various Town officials, the Clerk of the Works, and UniMak to strategize on how to properly get telecomm cabling to the new building;
  - Steel Pre-Construction, with the Steel vendor, Unimak, and the Clerk of the Works to discuss erection schedule, procedures, and safety measures;
  - Storm Hardening, with a representative from Rockland Electric, various Town officials, the Clerk of the Works, and UniMak to finalize tying in the new building to the Town Hall complex's storm hardening project.
- Dr. Oberer, the Director, and Douglas Ott complimented the Clerk of the Works on his dedication to the project, invaluable insight, and ability to work well with the Director and Board.
- The Director also thanked the Town Council, including Councilwoman Lichtenberg, for their level of cooperation during construction. The Joint Subcommittee has been participating in the biweekly construction status update meetings.
- James Rogers requested an update on signage for the construction site. The Director has received two quotes, and will finalize vendor sponsorship for costs to print and hang the sign.

Dr. Oberer reported that she and the Director were asked by a group of citizens to meet regarding the new building. Dr. Oberer stated that she and the Director were open to meet with any groups in the community to have similar discussions. She encouraged Board members to have any interested parties contact the Director to set up times to meet. She has also reached out to the Rotary Club and the Chamber of Commerce.

#### **Unfinished Business**

None

#### **New Business**

- As the only Trustee whose term was due for reappointment in 2016, Gene Valenta swore his official Oath of Public Office.
- Dr. Oberer directed the Trustees' attention to the "Goals" fundraising document included in the Trustees' packets. The sheet outlines the short and long-term fundraising goals. The most frequent item Dr. Oberer is asked about is furniture costs, which, at an estimated cost of \$250-300k, is the largest short-term goal listed. Furniture costs are not included in the bond. Furniture costs estimates will be narrowed down as the Director and New Building Committee meet with the furniture vendor in the next few weeks.
- Nancy Gridley motioned to approve all open resolutions. Douglas Ott seconded. All in favor, motion carried. Resolutions approved were:
  - Resolution for Appointment of Lane Biviano as Board Attorney
  - Resolution for Appointment of Spire Group for Accounting Services
  - Resolution for Appointment of Ferraioli, Wielkocz, Cerullo & Cuva, P.A. for Audit Services
  - Resolution for Designating Signatures on Library Accounts
  - Resolution for Designation of a Depository

- Resolution for Claims Requiring Payments Between Meetings
- Resolution for the Authorization of the Library to Maintain Petty Cash
- Resolution for the Designation for Legal Newspapers for the Publication of Legal Notices and Other Items for the Library

### **Bill List**

The Director explained that PALS Plus is offering a 2% discount on dues if they are paid twice a year, instead of quarterly. Dr. Oberer asked if doing so impacted any reciprocal agreements with, or amounts due from or to, the Township. Mayor Bieri asked if outlaying the extra expense negatively impacted cash flow. The Director confirmed that it did not affect any arrangements with the Township, nor did it present cash flow issues.

Andrew Gargano motioned to approve all bill lists, amended to include the larger, semi-annual PALS Plus dues arrangement. Gene Valenta seconded. All in favor, motion carried.

### **Public Petitions and Requests**

Gale Barth commented that water was running off from the new library construction site onto the Town Hall parking lot and freezing. Concerns arose over members of the public slipping on the ice. The Director had been made aware of the issue by the Clerk of the Works and on that same day had UniMak make all necessary modifications so all water from the site would drain properly, and to remediate whatever ice had formed.

Mayor Bieri motioned to close Public Petitions. James Rogers seconded. All in favor, motion carried. Dr. Oberer closed the second Public Petitions and Requests portion of the meeting.

Andrew Gargano motioned to enter Executive Session to discuss Personnel at 8:15 PM. James Rogers seconded. All in favor, motion carried.

### **Closed Session**

Andrew Gargano motioned to end Executive Session at 8:36 PM. Douglas Ott seconded. All in favor, motion carried.

Mayor Bieri motioned to approve Executive Session minutes of December 8, 2015. Douglas Ott seconded. All in favor, motion carried. Gene Valenta abstained as he was not present at the December 8, 2015 Executive Session.

### **Date of Next Meeting**

February 9, 2016

### **Adjournment**

James Rogers motioned to adjourn at 8:37 PM. Gene Valenta seconded. All in favor, motion carried.

Minutes prepared and respectfully submitted by:

Regina Bencivenne  
Administrative Clerk