

**West Milford Township Library
Board of Trustees
Regular Meeting
March 8, 2016**

March 8, 2016: The regular meeting of the West Milford Township Library Board of Trustees was called to order at 7:33 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
Nancy Gridley, Secretary	Gina Bencivenne
Mayor Bettina Bieri	
James Rogers	
Eugene Valenta	
Gillian Hemstead	
Daniel Novak, Delegate, Superintendent of Schools	

Absent

Douglas Ott, Vice President
Andrew Gargano, Treasurer

Public Present:

Marty Tappan
Ann Genader
Councilwoman Marilyn Lichtenberg
Councilwoman Michelle Dale
Gale Barth

Approval of Minutes

Mayor Bieri suggested deleting the word “contractual” on page 4 of the minutes. Mayor Bieri motioned to approve the February 9, 2016 Regular Meeting minutes as amended. Dr. Oberer seconded. Gene Valenta abstained as he was absent from the previous meeting. All in favor, motion carried.

Public Petitions and Requests

- Marty Tappan reported that the Annual Friends of the Library book sale will take place the final week of April, from the 25th to the 29th.

Mayor Bieri motioned to close Public Petitions. James Rogers seconded. All in favor, motion carried. Dr. Oberer closed the public session.

Director’s Report

Facilities:

- The Finn House was outfitted with a new front door lock. The Director is working with the General Contractor to improve access to the house to facilitate moving the stored books for the Friends of the Library book sale.

Programming:

- The *1,000 Books Before Kindergarten* challenge has already been met by a West Milford child. The *Winter Reading Challenge* organized by Theresa McArthur for older siblings was also met. Winners received tickets to see *Seussical*.
- WMTL has met with Sustainable West Milford to explore partnering on an Earth Day program at the Library, and possible tie-ins for the 2016 Summer Reading Club.

New Building:

- To expedite the future movement of books to the new building, the Reference Staff will weed and shift the Reference collection to basement storage. Over the next few months, circulating materials in basement storage will be brought to the first floor and interfiled with the rest of the collection to streamline the future move.
- The Township has transferred \$66,970 to WMTL to cover their portion of the shareable construction costs as per the Memorandum of Agreement. Costs covered range from April 1, 2014 to December 3, 2015. Estimates for future shareable costs have been provided to the Township.
- The Director will attend a demo for the State Library's Managed Wifi service with an eye towards incorporating into the new building. Mayor Bieri asked why the vendor supplying the network wiring would not also provide this service. The Director explained that while the vendor would set up the network infrastructure needed, pricing for access points hardware and licensing would be dramatically lower through the State Library.
- The Director will prepare a comparison for the Finance Committee of received proposals for a new copier/printer contract.

Committee Reports

Fundraising: Gene Valenta, Chairperson, reported that:

- The Committee has been very active with weekly meetings and visits to local businesses, employing a tailored approach to each. Upcoming visits include Battinelli Landscaping.
- The Committee is tentatively scheduled to make a presentation to the Chamber of Commerce on May 12.
- A draft of a fundraising letter to the general public was presented to the Board for review. This draft incorporates changes suggested by the Board at the September 2015 Regular Meeting. The Committee is looking to send out the letter as soon as possible.
- Dr. Oberer reiterated that she, Gene Valenta, and/or the Director are available to meet with any person or group to discuss the new building project.

Finance: Andrew Gargano, Chairperson; did not meet.

Personnel: James Rogers, Chairperson; did not meet.

New Building: Douglas Ott, Chairperson; did not meet.

- Dr. Oberer reported that biweekly construction status update meetings continue to be held regularly with heavy participation from the Committee and some Council members.
- The Director reported that the concrete pour for both floors is scheduled to take place next week.
- James Rogers asked for an update on a construction site sign. The Director reported that a vendor had been chosen for printing the sign, the General Contractor had agreed to pay for the sign, and that the Architect was currently designing the graphic for the sign. As soon as the Architect submitted the design, the sign would go out to print.

Discussion returned to the fundraising letter to the general public:

- Mayor Bieri, James Rogers, and Gillian Hemstead suggested edits to the letter and the donation form. Dr. Oberer requested that suggested edits be submitted in writing to Gene Valenta, who would then bring them to the Fundraising Committee for incorporation.

- Ideas for how to acknowledge donations, such as a Giving Tree or personalized bricks/pavers, were discussed. Committee members provided feedback on various issues around different types of donor acknowledgment. Dr. Oberer reiterated that all Trustees must participate in fundraising, including the implementation of donor acknowledgment projects.
- Dr. Oberer asked Daniel Novak for input on how to inform schoolchildren about the new library project, and how to direct their enthusiasm and excitement over the project:
 - Novak suggested meeting with the Eagle Scouts to pick projects for them to work on.
 - Novak also offered to distribute the fundraising letter and donation form, once approved for dissemination, to all schoolchildren and their families through the Honeywell system.
 - Nancy Gridley suggested continuously posting photos of construction progress.
 - Dr. Oberer volunteered to participate in any school-based committee or group convened in support of the new library project.

Unfinished Business

None

New Business

- The Director explained what construction change orders, and the procedure for approval, to the Trustees. The project's first change order has been presented. The site subcontractor could not continue scheduled work because the testing agency, whose approval to continue work was needed, did not arrive for scheduled inspections over the span of a day and a half. The subcontractor charged the project for their time waiting. Resolution 2016-12, recommending to the Township that Change Order No.1 be approved for payment, was presented to the Trustees. The Director is working on receiving credit from the testing agency for the amount of the change order. Dr. Oberer read the resolution into the minutes. Mayor Bieri motioned to approve the resolution. Nancy Gridley seconded. All in favor, motion carried.

Bill List

James Rogers asked for clarification as to whether payments to the New Jersey Library Trustee Association were made more than once a year. The Director confirmed that it was only once a year. Mayor Bieri motioned to approve all bill lists. Nancy Gridley seconded. All in favor, motion carried.

Public Petitions and Requests

- Marty Tappan reported on Programming by the Friends of the Library:
 - The *By the Seashore* program was successful. The Friends are interested in contracting with the presenter for other New Jersey-based programs.
 - Dr. James Kane will make a presentation about Robert Frost on March 28.
- Gale Barth volunteered to attach any flyer or donation form to the flyer she prepares for the Friends of the Library book sale for distribution through the school system's Virtual Backpack.
- Steven McKinnon addressed the Trustees about:
 - Concerns over the maple tree in front of the Finn property. The maple tree has been discussed at construction meetings but no decision has been reached. The preference is to leave the tree as is, but construction needs will ultimately dictate how to proceed. McKinnon suggested moving the tree to the Wallisch property if it could not stay at its current location. Dr. Oberer thanked McKinnon for his input.
 - Hedges in front of the Finn property. Dr. Oberer explained that currently there is no set landscape design for the property as the focus has been on construction. However, there will have to be a design, and McKinnon's suggestions will be considered.

Dr. Oberer closed the public session.

Mayor Bieri motioned to enter Executive Session at 8:19 PM to discuss Personnel. James Rogers seconded. All in favor, motion carried.

Closed Session

James Rogers motioned to end Executive Session at 8:39 PM. Mayor Bieri seconded. All in favor, motion carried.

Mayor Bieri motioned to approve Executive Session minutes of February 9, 2016. Gillian Hemstead seconded. Gene Valenta abstained as he was absent from the previous meeting. All in favor, motion carried.

Mayor Bieri motioned to approve the recommendation of the Personnel Committee for the Library Director's salary increase over the next three years, to be memorialized by the Board President to the Director by letter. James Rogers seconded. All in favor, motion carried.

Date of Next Meeting

April 12, 2016

Adjournment

Mayor Bieri motioned to adjourn at 8:41 PM. Daniel Novak seconded. All in favor, motion carried.

Minutes prepared and respectfully submitted by:

Regina Bencivenne
Administrative Clerk