

**West Milford Township Library
Board of Trustees
Regular Meeting
August 9, 2016**

August 9, 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
Douglas Ott, Vice President	Joanne Grady
Andrew Gargano, Treasurer	
Nancy Gridley, Secretary	
Mayor Bettina Bieri	
James Rogers	
Eugene Valenta	
Gillian Hemstead	

Absent

Daniel Novak, Delegate, Superintendent of Schools

Public Present:

Marty Tappan
Ernie Oberer
Anthony Oberer

Approval of Minutes

Andrew Gargano motioned to approve the July 12, 2016 Regular Meeting minutes. Nancy Gridley seconded. All in favor, motion carried.

Public Petitions and Requests

Ernie Oberer, in conjunction with the Trustees and Public present, commemorated Dr. Oberer's birthday. In honor of her birthday, Dr. Oberer's family presented a donation towards the new library fundraising effort. Mr. Oberer also thanked the Board for their service, and oversight of the new library construction.

Marty Tappan reported that:

- The Friends of the West Milford Township Library provided the refreshments for the Summer Reading Club closing celebration, held on August 8, 2016.
- The Friends continue to raise funds through the Sidewalk Book Sale.
- The Friends-sponsored Concerts Under the Tent program of the Summer Reading Club caters to a different demographic than programming at other venues in the Township, providing more options for seniors to enjoy. She also expressed the hope that once the Library moves to its new building there will be a way to continue the outdoor concerts in some fashion.

Dr. Oberer thanked Marty and the Friends for all of their work. Having attended the previous week's Concert Under the Tent, Dr. Oberer agreed that the program reached a different population than other programs, and that attendance numbers displayed the need for such programming.

Director Pino also thanked the Friends for their efforts and support, commenting on how it was possible to serve the programming needs of as wide an age range as infants to senior citizens due to support provided by the Friends.

Gillian Hemstead motioned to close the Public Petitions and Requests portion of the meeting. Nancy Gridley seconded. All in favor, motion carried.

Director's Report

Finance:

- The 2015 audit was completed August 1, 2016. Preliminary estimates indicate that \$153,000 from the Operating Account can be transferred to the New Library fund. The Trustees commended the Director's efficiencies and leadership that made the savings possible. Director Pino, in turn, commended the library staff for maintaining a high level of service while accommodating those efficiencies.

New Library Construction:

- The permit modification allowing the drilling of a well for the new library was approved by the New Jersey Department of Environmental Protection. Director Pino thanked Mayor Bieri for her help with receiving a final resolution to the request.
- Network wiring for the building began on August 8, 2016.

Service/Outreach:

- WMTL transitioned to its new website on July 27, 2016. Director Pino thanked Bruce Gilliard for his work on the website, and for his handling of the only technical glitch during the transition.
- Since the New Jersey State Library is providing free access to Rosetta Stone language learning software to all New Jersey library cardholders, WMTL has not renewed its online subscription to Mango Languages, resulting in a yearly savings of \$2,600.
- hoopla digital service went live July 15, 2016. Several Trustees commented on its ease of use and quality. Of all the PALS Plus libraries, WMTL has the highest hoopla usage statistics across all categories. Director Pino commented that while hoopla's per circulation pricing model makes it difficult to budget for, especially in light of saving for construction bond payments, its usage does demonstrate that it fills a need for the public. Discussion followed regarding long-term fiscal impact and monitoring.

Institutional Membership:

- OverDrive has discontinued its e-magazines service. However, it will honor PALS Plus' subscription until February 2017. PALS is researching alternates for providing e-magazines past February 2017.

James Rogers praised the new website, and the Director and the staff for the work that went into the new website. He will provide the Director with some notes for minor edits.

Committee Reports

Fundraising: Gene Valenta, Chairperson, reported that:

- The Committee adjusted donation levels needed for naming rights of rooms/areas in the new library.
- In conjunction with the Friends of the Library, the Committee is completing various grant applications. A grant application from M&T Bank will be submitted by early next week.
- As of the end of July 2016, the Friends of the Library have received donations totaling approximately \$38,000 in response to the fundraising mailing sent to West Milford residents.
- Dr. Oberer and Gene Valenta met with Allison Battinelli of Battinelli Landscaping, and are optimistic that some level of design and landscaping services will be donated.

Douglas Ott commented that approximately 8,600 fundraising letters were mailed, with approximately 175 responses as of the end of July 2016. Rate of return was heaviest in the initial weeks, but has slowed down. Discussion ensued on how to maintain momentum for the fundraising effort.

New Building: Douglas Ott, Chairperson, reported that:

- The contractors are continuing to install siding, and sheetrocking the interior.
- Director Pino will work with the General Contractor to schedule two more tours of the worksite, one for the Staff and another for Trustees and/or Township officials.
- Materials for the metal roof have arrived on the worksite, ahead of the Contractor's expectations. Installation of the metal roof will commence shortly.

Unfinished Business

- **New Library Camera Surveillance Placement:** Director Pino distributed the diagram laying out camera placements in the new building, and summarized the costs and how they will be split between WMTL and the Township. Dr. Oberer commented that the plan is comprehensive, and that the new library's open layout helped keep costs down as it reduced the number of cameras needed.

New Business

- **New Building Wireless Access Points:** In order to adequately provide public and secure private wireless networks for patrons and staff, nine (9) wireless access points (WAPs) will be purchased through the New Jersey State Library for installation in the library portion of the new building. These WAPs will allow for proper statistical reporting of public wi-fi usage, and are E-ratable. As such, WMTL will be reimbursed for 40% of the \$5,564.15 purchase costs. Mayor Bieri requested clarification as to whether the 9 WAPs would also cover the Township's portion of the building. Director Pino clarified that the Township will use its own vendor to supply their own WAPs, but that wiring from the Township's WAPs to the IT closet would be provided by WMTL's contract with Extel Communications. Dr. Oberer read Resolution 2016-19, authorizing the purchase of said WAPs by the Director, into the record. Andrew Gargano motioned to approve. Gillian Hemstead seconded. All in favor, resolution approved. James Rogers requested that Director Pino forward the resolution to Nancy Gridley for inclusion in the M&T grant application.
- **Finn House Demolition and Recycling:** The Township Recycling & Beautification Committee asked James Rogers, one of its members and a Library Trustee, to request that the Board grant access to the Finn House to Township representatives for the removal of recyclable materials and appliances prior to the building's pending demolition. Discussion ensued over proper protocol for removing said materials. Dr. Oberer raised a concern as to whether pricing proposals for demolition of the Finn House were dependent on vendors offsetting costs from recyclable items in the building. Mayor Bieri suggested that the Trustees grant conditional approval to the Committee's request, dependant on Director Pino's confirmation that pricing proposals would not be negatively impacted by removing recyclables. James Rogers motioned to approve the Township Committee's request as per Mayor Bieri's recommendation. Douglas Ott seconded. All in favor, motion carried.

Bill List

Gillian Hemstead motioned to approve all bill lists. Douglas Ott seconded. All in favor, motion carried. Mayor Bieri abstained.

Public Petitions and Requests

None

Dr. Oberer motioned to approve Executive Session minutes of July 12, 2016. Gillian Hemstead seconded. All in favor, motion carried. Gene Valenta abstained as he did not attend the July 12 meeting.

Closed Session

None

Date of Next Meeting

September 13, 2016

Adjournment

Gillian Hemstead motioned to adjourn at 8:26 PM. Nancy Gridley seconded. All in favor, motion carried.

Minutes prepared and respectfully submitted by:

Joanne Grady
Supervising Librarian