

**West Milford Township Library
Board of Trustees
Regular Meeting
September 13, 2016**

September 13, 2016: The regular meeting of the West Milford Township Library Board of Trustees was called to order at 7:34 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	
Eugene Valenta	
Gillian Hemstead	

Absent

Mayor Bettina Bieri
Daniel Novak, Delegate, Superintendent of Schools
James Rogers

Public Present:

Marty Tappan

Approval of Minutes

Andrew Gargano motioned to approve the August 9, 2016 Regular Meeting minutes. Nancy Gridley seconded. All in favor, motion carried.

Public Petitions and Requests

Marty Tappan stated that:

- The Friends of WMTL continue to raise funds through the Sidewalk Book Sale.
- She had received numerous positive comments regarding Director Pino's "diplomatic response" in the local newspapers to questions concerning WMTL's choice for a new copier vendor.

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

Director's Report

Facilities:

- The chlorinator in the current building has malfunctioned. A replacement chlorinator is expected to arrive this week.
- Phase One of the switchover from Verizon to Cablevision for WMTL's telecommunications service is complete. Phase Two will involve PALS technicians. As many other PALS libraries are also switching, PALS is performing the switch in order by date of contract completion with Verizon. Once the switchover is complete, WMTL will have ten times the telecommunications bandwidth at half the cost.

Personnel:

- Director Pino thanked the staff, especially the Reference Librarians, for working together to maintain customer service levels. Before she left, Liz Frey cross-trained the Librarians at the Circulation Desk, and they have been covering as needed.

Service/Outreach:

- Joanne Grady, on behalf of WMTL, has partnered with Tim Roetman, Director of Community Services and Recreation, and Michael Hodges, Health Officer, to organize a Story Walk at Bubbling Springs. A Story Walk places book pages on posts along a walkway, encouraging hikers to read a work that comments on their surroundings.
- In preparation for the upcoming move, the Reference staff has weeded the Reference section, and anticipates being able to move most of the non-fiction collection in the basement to the main floor so as to reduce the complexity of merging collections from two floors into one area in the new building. Discarded books have been boxed and stored in the Finn House for removal by Better World Books.

Dr. Oberer reported that three Trustees attended the 2016 New Jersey Library Trustee Institute. A primary takeaway from the presentations was how much WMTL has already implemented many best practices suggested, such as:

- Be present in the community
- Cross-train the staff
- Keep the staff happy
- Stay current with the times (e.g., implementing hoopla)
- Publish newsletters
- Have the Mayor and Board of Education representative serve on the Board
- Complete a strategic and capital plan
- Tell the library's story
- Support development of broadband wifi
- Review policies that impede change
- Provide respite during disasters

Dr. Oberer applauded the Trustees, Director, Staff, and Friends of WMTL for their contributions.

Committee Reports

Finance: Andrew Gargano, Chairperson, reported that the Committee met on September 13, 2016:

- As per the draft of WMTL's 2015 audit, approximately \$153,000 will be transferred from Operating Funds to the New Library Capital Fund. This represents almost exactly the amount of the first bond payment due. A resolution to move the funds will be presented at the October 11, 2016 Regular Meeting. Director Pino commented that current budget figures have WMTL on pace to save approximately \$144,000 in 2016, so he anticipates a similar transfer amount in FY 2017.
- Analysis of the construction bond overage shows that we are trending towards non-use of approximately \$403,000, of which approximately \$292,000 is WMTL's portion. Mr. Gargano attributed these savings to the oversight of the Director and Clerk of the Works Ron Casson, and commented that this level of savings was unheard of on a project this size.
- Furniture costs for the new building are approximately \$300,000. The Friends of WMTL have raised approximately \$150,000 towards those costs.
- Director Pino will present a draft of the 2017 Operating Budget at the October 11, 2016 Regular Meeting.

Fundraising: Gene Valenta, Chairperson, reported that:

- Battinelli Landscaping has generously offered to landscape the new library pro-bono. A preliminary design will be forwarded to the Director shortly. In order to protect this investment, Battinelli Landscaping has asked that an irrigation system be installed. Director Pino has met with two vendors, and received preliminary quotes of approximately \$7000. Proper acknowledgment of the donation will be decided upon at a future date.

- Douglas Ott commented that the Township's bid process to implement their tree planting grant has been delayed three times. Battinelli Landscaping's donation is even more fortuitous in that it will make up for the delay in tree planting for the new library.
- The Friends of WMTL received a \$10,000 grant from Columbia Bank for Children's Room furnishings in the new library. The Fundraising Committee will continue assisting the Friends in applying for more grants. Upcoming targets for submitting applications include Wells Fargo, Orange & Rockland, and the Fred J. Brotherton Charitable Foundation.
- M&T Bank declined the Friends' \$40,000 technology grant request. Members of the Friends and of the Fundraising Committee will inquire as to the factors towards that decision in an effort to determine whether to reapply. Discussion continued around grant targeting strategies.
- Douglas Ott commented that the rate of response to the fundraising mailing has slowed. Discussion ensued on how to remain in the public eye. Potential strategies discussed included:
 - Trustees keeping extra copies of the donation form to hand out as opportunities arise.
 - Writing press releases, articles and letters to local newspapers describing accomplished fundraising goals.
 - Assisting the Friends in creating their own Facebook page so they can, among other things, post the fundraising letter and form.

Personnel:

- Dr. Oberer reported the Director has been interviewing candidates for open positions and will put forward candidates when he is ready to present them.

New Building: Douglas Ott, Chairperson, reported that:

- Installation of the stone veneer has begun. While there were initial concerns from various Trustees as to the overall cast and hue when the veneer was chosen, it has proven to match expectations, and has drawn the building together.
- The elevator installation has begun, with the platform already installed.
- Shelving has been ordered and will be delivered in mid-November. Furniture selections have also been made and ordered.
- Andrew Gargano commented on the high level of craftsmanship evident in all aspects of the building, citing the bathroom tiling and wall spackling in particular. Various Trustees commented that Ron Casson's oversight as Clerk of the Works has been a major factor in keeping the craftsmanship high, due to his dedication and grasp of all construction aspects of the project.

Unfinished Business

- *Copier contract award review:* Director Pino reviewed the process by which his recommendation for awarding a new copier contract was made, in response to concerns raised by a vendor who did not receive the award at a Governing Body meeting. Director Pino included in the Trustee packet his e-mail response to the concerns raised. Trustees had no further questions and commented that the Director handled the matter professionally and thoroughly addressed the concerns.
- *Finn House materials recycling:* In response to the West Milford Recycling Committee's request, Director Pino provided access to the Finn House for Ed Steines of the Department of Public Works and David Stires of Recycling and Solid Waste to survey whether the value of recyclable materials in the Finn House was higher than the staff expenditure to remove the materials. The

consensus reached was that it was not. The Recycling Committee will therefore not move forward with removing recyclable materials from the Finn House.

New Business

- *Patron Feedback Form:* Director Pino, with assistance from Joanne Grady, created a Patron Feedback Form following a patron observation that there was no tool for providing feedback on staff or interactions with other patrons. The form is printed on the back of WMTL's Code of Conduct. Dr. Oberer motioned to approve the implementation of the Patron Feedback Form as presented. Douglas Ott seconded. All in favor, motion carried.
- *National Literacy Month and Library Card Sign-Up Month:* September is National Literacy Month and Library Card Sign-Up Month. The New Jersey State Department of Children and Families has chosen the West Milford Highlands Family Success Center (HFSC) to host its annual story time on September 21 in commemoration. The New Jersey State Library is a co-sponsor of the event. Director Pino is working on the local level with Wilson Santos, Director of the West Milford HSFC, to contribute to the celebration.
- *hoopla Borrowing Restrictions:* PALS Plus has informed member libraries that it is possible to restrict access to explicit content to juvenile cards. Discussion followed, with opinions on whether to do so ranging across a wide spectrum. Dr. Oberer requested tabling further discussion until the Director can seek opinions from the staff, and present to the Trustees.

Bill List

Gillian Hemstead motioned to approve all bill lists. Nancy Gridley seconded. All in favor, motion carried.

Public Petitions and Requests

- Rachel Foster offered to decorate the Children's Room in the new building by painting murals on the wall. Ms. Foster showed several examples of her work to the Board. Ms. Foster will contact Director Pino to discuss further. Dr. Oberer thanked Ms. Foster on behalf of the Trustees.
- Andrew Murphy works for a locally-based telecommunications company, and offered his company's services for wiring of the new building. Director Pino informed him that the new library building was already wired, but would hold onto his contact information for consideration for any projects in the future.

Andrew Gargano moved to close the second Public Petitions and Requests portion of the meeting. Gillian Hemstead seconded. Dr. Oberer closed the second public session.

Dr. Oberer informed the Trustees that the father of WMTL's attorney, Lane Biviano, recently passed away. Director Pino sent flowers on behalf of the Trustees, for which Mr. Biviano was appreciative.

Closed Session

None

Date of Next Meeting

November 8, 2016

Adjournment

Gillian Hemstead motioned to adjourn at 8:40 PM. Nancy Gridley seconded. All in favor, motion carried.

Minutes prepared and respectfully submitted by:

Joanne Grady
Supervising Librarian