

**West Milford Township Library  
Board of Trustees  
Regular Meeting  
January 10, 2017**

**January 10, 2017:** The regular meeting of the West Milford Township Library Board of Trustees was called to order at 7:05 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	Kathy Simmons Collins
Andrew Gargano, Treasurer	
Mayor Bettina Bieri	
James Rogers	

Let the record show that Gene Valenta arrived at 7:22 PM; Nancy Gridley, Secretary, arrived at 7:26 PM; and Daniel Novak, Delegate, Superintendent of Schools arrived at 7:28 PM.

**Absent**

Gillian Hemstead

**Public Present:**

Marty Tappan  
Ann Genader

**Approval of Minutes**

Andrew Gargano motioned to approve the December 13, 2016 Regular Meeting minutes. Douglas Ott seconded. All in favor, motion carried.

**Public Petitions and Requests**

As there were no public petitions or requests, Andrew Gargano motioned to close the first Public Petitions and Requests portion of the meeting. Mayor Bieri seconded. All in favor, motion carried. Dr. Oberer closed Public Petitions and Requests.

**Director's Report**

*New Building*

- All necessary phone lines were installed.
- The internet connection and internal network will be installed in the upcoming weeks.
- UniMak has proceeded with needed site work, most notably laying down the concrete for the walkway in front of the new library.
- Drilling for the new well should commence next week. The new path of the water line from the well to the building has been agreed to.
- Director Pino has continued to meet with Tim Roetman and Bob Casey to hammer out details concerning shared costs for maintaining the building between WMTL and the Township.

*Institutional Membership:*

- Due to changes in the structure of the PALS Plus budget, hoopla costs will now be a pass-through cost to each library, instead of an aggregate shared cost across all member libraries. Because of this, all member libraries will now be able to set their own monthly circulation limits

based on their local budgets and usage. PALS will refund the unexpended seed money provided by each member library for the initial hoopla cost. The 2017 budget has been adjusted to accommodate the anticipated cost.

*Facilities:*

- The current building's phone services were fully restored as of a few hours ago. Director Pino expressed his gratitude to Brian Jenkins, the Township's Network Administrator, and PALS Plus for their perseverance in resolving the issue.

*Outreach:*

- Director Pino expressed his gratitude to the Friends of the West Milford Township Library for their brochure highlighting WMTL's offerings included in the Township's recycling notice to all town residents.

**Committee Reports**

*Finance:* Andrew Gargano, Chairperson, reported that the Committee did not meet. Mr. Gargano reminded the Trustees that on the current Bill List was a \$650,000 check due to the Township of West Milford as part of the agreed upon construction bond down payment. The Trustees had approved the expenditure at the previous meeting.

*Fundraising:* James Rogers, in lieu of Gene Valenta, Chairperson, reported that the Committee met on January 5, 2017:

- Outreach to the business community, spearheaded by Gene Valenta, continues apace. Mr. Valenta is finalizing a local business directory, which will then be used for a targeted fundraising letter appeal. Discussion ensued as to the future possible uses of the directory.
- The Friends of the West Milford Township Library donated \$20,000 to the New Building Fundraising program. These funds are separate from the monies donated by the public for the new building, and come from previous and separate fundraising efforts by the Friends. Mayor Bieri suggested a presentation at a Town Council meeting to publicize the donation. Dr. Oberer again thanked the Friends on behalf of the Trustees.

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

*New Building:* Douglas Ott, Chairperson, reported that:

- The construction punch list should be submitted by next week.
- The building's shelving and furniture are ready to be delivered onsite. However, Director Pino is not scheduling the delivery until the General Contractor lays down the concrete in front of the building to make unloading as smooth as possible. That work should be done in the next week or so.
- James Rogers reintroduced planning an opening ceremony for the new building. Discussion ensued as far as the parameters of a ceremony. Andrew Gargano suggested appointing a Chairperson of an ad hoc to spearhead the planning. James Rogers agreed to serve, with Mr. Gargano as Assistant Chair.
- Douglas Ott asked Director Pino if he had been in contact with Battinelli Landscaping concerning their donation of landscaping services. Director Pino confirmed that Mr. Battinelli would provide the services in the spring, as the weather was not conducive for their work at this time.

**Unfinished Business**

None

## **New Business**

- *Swearing in of Citizen Members:* James Rogers was sworn in for his next term as a Citizen Member of the Board of Trustees, as appointed by Mayor Bieri.
  
- Mayor Bieri motioned to approve all of the below resolutions at once. Douglas Ott seconded. All in favor, motion carried.
  - *Resolution for Appointment of Lane Biviano as Board attorney*
  - *Resolution for Appointment for Spire Group as Accounting Services*
  - *Resolution for Appointment for 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**

Andrew Gargano motioned to approve the Bill Lists. James Rogers seconded. All in favor, motion carried.

## **Public Petitions and Requests**

Marty Tappan suggested that, as part of an opening ceremony, books be carried by members of the public, staff, or Trustees from the current library building to the new building, as other libraries have done. Dr. Oberer referred the idea to James Rogers as Chair of the Grand Opening ad hoc.

Dr. Oberer also thanked Ms. Tappan and the Friends for the \$20,000 donation to the new building fund. James Rogers relayed the notion to Ms. Tappan of a public presentation at a Town Council meeting.

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

## **Closed Session**

None

## **Date of Next Meeting**

February 16, 2017

## **Adjournment**

Mayor Bieri motioned to adjourn at 7:35 PM. Andrew Gargano seconded. All in favor, motion carried.

Minutes prepared and respectfully submitted by:

Kathy Simmons Collins  
Administrative Library Assistant