

**West Milford Township Library
Board of Trustees
Regular Meeting
February 13, 2018**

February 13, 2018: The regular meeting of the West Milford Township Library Board of Trustees was called to order at 7:01 PM by Dr. Joan Oberer in the Library Conference Room of the West Milford Township Library and Community Center.

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	Bruce Gilliard
James Rogers, Vice President	
Andrew Gargano, Treasurer	
Douglas Ott, Secretary (Interim)	
Sandra Nebel	
Mayor Bettina Bieri	

Let the record show that Daniel Novak, Delegate, Superintendent of Schools arrived at 7:03 PM, and Gillian Hemstead at 7:04 PM.

Absent

Eugene Valenta

Public Present

None

Approval of Minutes

Andrew Gargano motioned to approve the January 9, 2018 Regular Meeting minutes. James Rogers seconded. All in favor, motion carried.

Public Petitions and Requests

None

Director's Report

None

President's Report

- As Dr. Oberer had been out of the local area for the previous month, she asked James Rogers, Vice President, if there was anything he would like to highlight. Mr. Rogers touched upon the late openings and closings related to weather during the previous month.
- Dr. Oberer has been in communication with Director Pino to ensure the snow removal vendor was using calcium chloride exclusively on the sidewalks, and not anything with salt.
- Dr. Oberer and Director Pino finalized the testimonial for the Battinelli Landscaping website.
- There has been no communication yet on opening staff union contract negotiations, but it is anticipated to happen shortly.
- Director Pino is continuing his research on placement of a mailbox for the library, as well as additional drop boxes for other delivery services.

- Dr. Oberer also commented that though Director Pino was not present due to illness, it was essential to hold the Trustee meeting to ensure, among other things, the prompt payment to vendors in order to maintain good working relationships.

Committee Reports

Finance: Andrew Gargano, Chairperson, reported that the bills were reviewed and acceptable for approval.

Personnel and Policies: James Rogers, Chairperson, reported that:

- There has been no communication yet on opening staff union contract negotiations, but it is anticipated to happen shortly.
- Director Pino's annual evaluation is scheduled for March 2018. Mr. Rogers asked for any feedback from the Trustees regarding Director Pino's performance for inclusion in the evaluation.
- Director Pino has several policies he would like to present for passage and/or amendment. Dr. Oberer would like one of those to be discussed to be a policy for the amount of DVDs that can be circulated by one person at any one time. Possibilities had been discussed in the past, but were tabled during construction.

Facilities and Maintenance: Douglas Ott, Chairperson, reported that:

- Snow removal appears to be proceeding adequately with the new vendor.
- Andrew Gargano and Dr. Oberer raised the question of how to vacate the former library building to transfer over to the Township. After discussion, consensus was reached to post a notice allowing any member of the public or organization to take any remaining items on the first floor, provided they can remove and transport the furniture itself, only on a specific date and time to be determined with Director Pino's input. In addition, several Trustees will reach out to all known local food pantries to offer remaining shelving. Director Pino has also posted notices on a statewide library listserv detailing what is available.

Unfinished Business

- *Friends of the West Milford Township Library activities:* James Rogers reported that there are several activities being planned, primarily for fundraising, including:
 - Attaining a gaming license to organize a 50/50 raffle, potentially in the spring. Discussion ensued on the various regulatory requirements for such activities.
 - Several Friends have also graciously volunteered to chaperone Saturday movie screenings at the library, which has put on a good mix of movies that has seen increased audiences.

New Business

None

Bill List

Dr. Oberer motioned to approve the Bill Lists. Douglas Ott seconded. All in favor, motion carried.

Public Petitions and Requests

None

Closed Session

None

Date of Next Meeting

March 13 2018

Adjournment

Prior to adjourning:

- Andrew Gargano thanked Bruce Gilliard for stepping in to take minutes and support the meeting in the absence of the Director and Administrative Assistant.
- Douglas Ott announced that an anonymous donor who had previously made a large donation to the Friends for the new building had just given another donation of \$10,000.
- Andrew Gargano pointed out from the Director's written report that an out-of-state library system had contacted Director Pino for feedback on how the daily school bus to the library had been implemented. Mr. Gargano also pointed out that the Chromebooks supplied by the school district and housed in the library were being used by West Milford students. Dr. Oberer added that the bus to the library was being used by various students. Daniel Novak commented that approximately 50 students had permission slips on file to take the library bus.
- Daniel Novak also commented that he and Director Pino are working on coordinating field trips to the library for the district's first and sixth graders.
- Dr. Oberer asked if anyone had heard any news concerning the Construction Bond Act. No Trustee had heard any additional information.

Mayor Bieri motioned to adjourn at 7:38 PM. Gillian Hemstead seconded. All in favor, motion carried.

Minutes prepared and respectfully submitted by:

Bruce Gilliard
Librarian