

**West Milford Township Library  
Board of Trustees  
Regular Meeting  
March 15, 2017**

**March 15 2017:** The regular meeting of the West Milford Township Library Board of Trustees was called to order at 7:09 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
Nancy Gridley, Secretary	
Eugene Valenta	
Gillian Hemstead	

**Absent**

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

**Public Present:**

None

**Approval of Minutes**

Gillian Hemstead motioned to approve the February 16, 2017 Regular Meeting minutes. Nancy Gridley seconded. All in favor, motion carried. Eugene Valenta abstained as he was not present at the February 16, 2017 meeting.

**Public Petitions and Requests**

None

**Director's Report**

*New Building:*

- Director Pino will request approval for payment of Change Orders #6 through 11 for the new library construction project from the Governing Body at the March 16, 2017 meeting.
- 95% of the shelving and 90% of the furniture has been installed. Director Pino will meet with Library Interiors for a walk-through and review.
- The generator was successfully started and tested on March 8, 2017. Inspection of the elevator is expected to take place the week of March 13, 2017.
- The water line installation from the new well to the new building was scheduled to begin on March 15, 2017. Due to the March 14 blizzard, this will have to be rescheduled.

*Facilities:*

- A window in the basement was broken on Sunday, March 5, 2017. There were no injuries, the window has been repaired, and an incident report has been filed.

*Institutional Membership:*

- The PALS Plus Executive Board voted to reduce daily DVD late fees from \$1.00 to \$.50 per DVD effective May 1, 2017. The fine structure is defined by PALS as per the Shared Services Agreement. Discussion followed as to the philosophy and implications of reducing DVD fines.
- Director Pino has joined an Ad Hoc PALS Plus committee organized to negotiate the consortium's service contact with SirsiDynix, which is the consortium's single largest expenditure.

*Outreach:*

- Director Pino thanked Nancy Gridley and Daniel Novak for coordinating WMTL's participation in the various West Milford schools' Literacy Nights.

**Committee Reports**

*Fundraising:* Eugene Valenta, Chairperson reported the Committee met on Thursday, March 9, 2017:

- Mr. Valenta stated how encouraging it was to see West Milford students engaged and interested in supporting the new library, enough to donate funds gathered by the student body. Douglas Ott commented that Westbrook staff recently made a similar donation to the new library. Dr. Oberer added that she believed the Honeywell announcement brought attention to the school community of the library's fundraising efforts.
- The recent fundraising outreach effort to local West Milford businesses has generated approximately \$1000 in donations.
- The Committee discussed various options for recognizing the generous donation made by Doris Aaronson to the new building project. Dr. Oberer has presented her the options, with a decision forthcoming.
- Director Pino will reach out to the Battinelli Landscaping to coordinate the implementation of their donated landscaping service for the new building.

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

- Preliminary plans have been drawn up for the trees to be planted on the new library site as part of the Township's reforestation grant award. Mr. Ott recommended having the Township Forester, Battinelli Landscaping, and the Library's New Building Committee meet to address overall landscaping and water supply needs.
- Mr. Ott pointed out that an additional state permit was required to run the new building generator, as it was above a certain size. Obtaining the permit led to the delay in testing the elevator, which needs to be able to run on generator power in case of an emergency.

*Personnel:* Dr. Oberer, in lieu of James Rogers, Chairperson, reported that Director Pino's annual performance evaluation was presented, signed, and filed.

*Finance:* Dr. Oberer, in lieu of Andrew Gargano, Chairperson, reported that Douglas Ott signed checks in lieu of Andrew Gargano.

**Unfinished Business**

- Nancy Gridley commented that one of the shelving units in the new Children's Room had a large chip. Director Pino reported that Library Interiors is aware of that and other items that need to be replaced, but has installed them in order to have the furniture available. They will be swapped out as replacements come in from the manufacturer.

**New Business**

- *West Milford High School Student Council donation:* Immediately prior to the Regular Meeting, David Gerold, the West Milford High School Student Council Advisor, and Melinda Mac Arthur, an

Officer of the West Milford High School Student Council, presented Dr. Oberer and Director Pino with a \$500 donation from the West Milford High School Student Council, to be used for the new library.

- Gillian Hemstead motioned to approve Resolution 2017-10 recommending to the Township Governing Body that it approve Change Orders #6-11 for the New Library Construction Project. Nancy Gridley seconded. All in favor, motion carried.
- Douglas Ott motioned to approve Resolution 2017-11 in Support of the Need for Highly Effective School Library Media Programs in New Jersey. Nancy Gridley seconded. Director Pino stated this resolution was prepared in response to a request from Trustee Andrew Gargano and generated by the New Jersey Library Trustee Association and the New Jersey Library Association. All in favor, motion carried.

#### **Bill List**

Gillian Hemstead motioned to approve the Bill Lists. Nancy Gridley seconded. All in favor, motion carried.

#### **Public Petitions and Requests**

None

#### **Closed Session**

Gillian Hemstead motioned at 7:45 PM to enter Executive Session for the purpose of discussing Personnel vacancies. Nancy Gridley seconded. All in favor, motion carried.

Dr. Oberer motioned at 7:51 PM to end Executive Session. Gene Valenta seconded. All in favor, motion carried.

Gillian Hemstead motioned to approve the February 16, 2017 Executive Session Meeting minutes. Douglas Ott seconded. All in favor, motion carried. Eugene Valenta abstained as he was not present at the February 16, 2017 meeting.

#### **Date of Next Meeting**

April 11, 2017

#### **Adjournment**

Dr. Oberer motioned to adjourn at 7:52 PM. Gillian Hemstead seconded. All in favor, motion carried.

Minutes prepared and respectfully submitted by:

Joanne Grady  
Supervising Librarian