

**West Milford Township Library  
Board of Trustees  
Regular Meeting  
April 11, 2017**

**April 11 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
Andrew Gargano, Treasurer	
Mayor Bettina Bieri	
James Rogers	
Eugene Valenta	
Gillian Hemstead	

**Absent**

Nancy Gridley  
Daniel Novak

**Public Present:**

Ann Genader

**Approval of Minutes**

Gillian Hemstead motioned to approve the March 15, 2017 Regular Meeting minutes. Douglas Ott seconded. All in favor, motion carried. Mayor Bettina Bieri, Andrew Gargano, and James Rogers abstained as they were not present at the March 15, 2017 meeting.

**Public Petitions and Requests**

None

**Director's Report**

*New Building:*

- Director Pino met with the Township ADA committee on April 4, 2017 for a walkthrough of the new building. Easily remedied issues such as door pressures and door closing times will be brought to the attention of the General Contractor.
- Updated proposals for cleaning services for the new building were received and will be discussed at next month's Finance Committee meeting.
- The top coat is expected to be put down on the parking lot by the end of this week. This represents the last major hurdle before scheduling inspections, receiving the Certificate of Occupancy, announcing a moving date and scheduling a grand opening. The Grand Opening date is expected to take place in May.
- The final plumbing inspection will be scheduled shortly.

*Institutional Membership:*

- The State Aid report has been completed and submitted. Director Pino thanked PALS Plus and WMTL staff for their assistance.

#### *Service/Outreach:*

- Director Pino attended a Highlands Family Success Center workshop aimed at increasing ties between community organizations. He will take many ideas from the workshop and bring to the reference staff as they plan out the rest of the year's activities.
- Mayor Bieri reinforced the notion that the public will be expecting more programming and activities in the new building. Dr. Oberer agreed, and stated that the Friends of the West Milford Township Library are also looking to expand program offerings in the new building.
- Director Pino will purchase a site license for screening films in the new building, with Community Services and Recreation preliminarily agreeing to split the cost.

Andrew Gargano reported that he provided a tour of the new building to the Township Administrator and the Township Risk Manager. The Risk Manager has requested an updated inventory list to adjust coverage. Director Pino will provide an update as soon as some inventory issues are addressed.

Dr. Oberer reported that John Hefferon, President of the Friends of the Wallisch Homestead, sought to donate a 103" plasma screen to WMTL. As there was no area within the library portion of the new building that could accommodate a screen that size, Dr. Oberer arranged to have the offer extended to the Township and their portion of the building instead. The Township gratefully accepted the donation, and the monitor has been delivered to the new building. Dr. Oberer thanked Mr. Hefferon for the donation.

Dr. Oberer also thanked Douglas Ott, James Rogers, Ernie Oberer, and Director Pino for moving donated office furniture stored in the Johner Building to the new library. She also thanked Paul Zarillo for the donation, and Ed Steines for coordinating the storage of the donation until the new building was ready to accept the furniture.

#### **Committee Reports**

*Finance:* Andrew Gargano, Chairperson, reported that the committee met on Thursday, March 9, 2017:

- The Spire Group performed general ledger postings and maintenance, bringing WMTL's balances and liabilities up-to-date.
- The final payment to Acari & Iovino for architectural services will be discussed in closed session.
- The costs for three new building change orders were discussed:
  - The addition of seven emergency exit signs, and two outlets for the network closet, at a cost of \$5,995.89.
  - An existing catch basin that needed to be repaired at the beginning of construction before it could be modified for the new library drainage, at a cost of approximately \$2,820.
  - Well pump starter controls were installed at a cost of approximately \$1000. The well pump was originally to be controlled from the Finn House, but will now be controlled from the new building.
  - The costs of these change orders raised the change order rate from 1.5% to 1.6%, still an extraordinary rate as Dr. Oberer noted.
- Director Pino proposed a budget for purchasing computers for the Children's Room, to include two standard desktops, 2 tablets, and one Early Literacy Station. Approximate costs came to \$6,000 at most. Director Pino will explore alternate forms of funding, including the Friends of the Library.

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

- The Committee discussed where the focus of future fundraising activities should be, with two possibilities in particular:
  - Grant applications for library programming
  - A yearly fundraising mail campaign to Township residents

*Personnel:* James Rogers, Chairperson, reported that the Committee met on Thursday, March 9, 2017:

- With no outstanding personnel topics to be addressed, the Committee focused on planning for the Grand Opening, including:
  - Strategy for contacting appropriate media outlets
  - Selecting Saturday as the most appropriate day of the week for a ceremony
  - Establishing a list of no more than five speakers, limiting comments to three minutes, followed by a ribbon cutting.
  - Compiling a formal list of invited guests

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

- The Committee met with Battinelli Landscaping to review the scope of their donation, and a timeline for implementation.
- Mr. Ott is also coordinating the installation of trees provided by the Reforestation grant on the grounds of the new building. Mr. Ott is working with the Township Forester to move up the installation of those trees before the grand opening. Mayor Bieri asked if Battinelli Landscaping was aware of the Reforestation project, and if he had any feedback. Dr. Oberer and Mr. Ott confirmed that it had been discussed with Mr. Battinelli.
- WMTL has agreed to install a sprinkler system as a condition of receiving the landscaping donation from Battinelli Landscaping. Director Pino has received general estimates for the work of between \$6,000 and \$9,000, and will work on getting finalized quotes.
- Discussion ensued as to the types of trees and plants to be installed by Battinelli Landscaping and the Reforestation grant, especially concerning attracting bears and deer.

### **Unfinished Business**

- *Resolution for Disposal of Inventory:*
  - Director Pino and Tim Roetman met with the Assistant Clerk to determine the proper procedure for the disposal of excess inventory of different types, since both are coordinating moves from older buildings to the new library. Director Pino has withdrawn the Resolution for this meeting to rewrite and update as per proper procedures.
  - Holy Lutheran Church has expressed interest in some of the metal shelving in the Children's Room.
  - Director Pino is working with the Township Finance Department to locate inventory records for the library.

### **New Business**

- *Resolution for Recommending to the Township Governing Body Approval of Change Orders Nos. 12 and 13 for the New Library Construction Project:* Gillian Hemstead motioned to approve the resolution. Douglas Ott seconded. All in favor, motion carried. Director Pino will forward the change order requests to the Governing Body for inclusion on their agenda.

**Bill List**

Mayor Bettina Bieri motioned to approve the Bill Lists. James Rogers seconded. All in favor, motion carried.

**Public Petitions and Requests**

- Ann Genader stated that she was present when the first library building opened and is amazed at the level of sophistication of the new building.
- Director Pino commented that he will be contacting Ms. Genader for photographs from past library buildings to be displayed at the Grand Opening.

**Closed Session**

Dr. Oberer motioned at 7:40 PM to enter Executive Session for the purpose of discussing the Architect's contract and fees. All in favor, motion carried.

Gillian Hemstead motioned at 7:50 PM to end Executive Session. Dr. Oberer seconded. All in favor, motion carried.

Gillian Hemstead motioned to approve the March 15, 2017 Executive Session Meeting minutes. Eugene Valenta seconded. All in favor, motion carried. Mayor Bettina Bieri, Andrew Gargano, and James Rogers abstained as they were not present at the March 15, 2017 meeting.

**Date of Next Meeting**

May 9, 2017

**Adjournment**

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

Minutes prepared and respectfully submitted by:

Joanne Grady  
Supervising Librarian