

**West Milford Township Library  
Board of Trustees  
Regular Meeting  
May 9, 2017**

**May 9 2017:** The regular meeting of the West Milford Township Library Board of Trustees was called to order at 7:03 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	
Nancy Gridley, Secretary	
Mayor Bettina Bieri	
James Rogers	
Eugene Valenta	
Gillian Hemstead	
Daniel Novak, Delegate, Superintendent of Schools	

**Absent**

None

**Public Present:**

None

**Approval of Minutes**

Mayor Bieri motioned to approve the April 11, 2017 Regular Meeting minutes as amended to correct a grammatical error. James Rogers seconded. All in favor, motion carried. Nancy Gridley and Daniel Novak abstained as they were not present at the April 11, 2017 meeting.

**Public Petitions and Requests**

None

**Director's Report**

*New Building:*

- Director Pino praised the Staff and moving company for the highly successful first phase of the transition between buildings. In three days, furniture, files, and 45,000 volumes were transferred to the new building. The current building was cleaned and reopened as scheduled, with the remaining 3,000 items consolidated in the Adult Room.
- Dr. Oberer praised Director Pino for planning the move, and asked that the Director express the Board's appreciation to the Staff as well.
- Director Pino presented a memorandum written to the Township Administrator summarizing the status of final inspections for the new building. Selection of a grand opening date is heavily dependent on how quickly issues identified during final inspections are resolved. Director Pino is scheduled to meet with the Architect and General Contractor to determine appropriate solutions, as well as to convey suggestions by the New Building Committee.

*Personnel:*

- Director Pino will present candidates in Closed Session to fill vacancies due to recent resignations and retirements.

## **Committee Reports**

*Finance:* Andrew Gargano, Chairperson, reported that the committee met on Thursday, May 4, 2017:

- There is an \$80,000 balance owed to the Township from the \$1.5MM construction down payment. There are shareable costs, however, of which the Township owes its portion to WMTL, which may zero out the balance by the end of construction.
- The current Rockland Electric bill for the new building is abnormally low as access to the meter was impeded by the paving of the parking lot.
- Director Pino has received a quote for installation of the irrigation system for the new library, and hopes to have the two more required quotes shortly in order to proceed with the work.

*Fundraising:* Eugene Valenta, Chairperson, reported that the Committee discussed:

- How to honor various generous donors to the new building project, including:
  - Doris Aaronson, by dedicating a tree on the grounds to her, as well as the environmental-related items in the collection;
  - Colombia Bank, with a plaque to be presented to the local branch;
  - Displaying posters during the grand opening of those who have donated \$5,000 and above.
- Possibly posting sponsorship amounts for different items in the library during the grand opening week.
- Whether to revisit the notion of a fundraising gala event. Discussion has been tabled for a future time.

*Personnel:* James Rogers, Chairperson, reported that the Committee met on Thursday, May 4, 2017:

- Director Pino provided the Committee with a summary of vacant positions, and a slate of candidates and recommendations to fill those positions, to be discussed in Closed Session.

*New Building:* Director Pino, in lieu of Douglas Ott, Chairperson, reported that:

- The Committee discussed possible solutions for the issues that needed to be remediated before passing final inspections. Director Pino will present those solutions to the Architect and General Contractor.
- Dr. Oberer donated a refrigerator for the Staff Room, for which Director Pino thanked her on behalf of the Staff.

## **Unfinished Business**

- *Resolution for Disposal of Inventory:* Director Pino requested authorization to dispose of excess inventory identified during the transition between buildings, in accordance with all regulations and local policies, in any of the following manners:
  - By entering into a contract for an internet-based vendor approved by the Department of Consumer Affairs for use by municipalities to sell functioning assets;
  - Donating to local service organizations;
  - Recycling materials with assistance from the Department of Public Works;
  - Disposing as waste.

James Rogers asked whether any outstanding issues with WMTL's asset inventory had been resolved. Director Pino confirmed that they were, and that had a working copy to proceed with. Mayor Bieri motioned to approve the resolution. Gillian Hemstead seconded. All in favor, motion carried.

### **New Business**

- *Financial Disclosure Statements:* Director Pino reminded any Trustees who had not already done so to file their required Financial Disclosure statements.
- *Hillcrest School Community Survey:* Daniel Novak, on behalf of the Superintendent of Schools, sought permission to post a survey on the WMTL website seeking public opinion on the future of Hillcrest School. Consensus reached was that it was appropriate for placement on the WMTL website.
- *New Building Cleaning Services:* WMTL's current cleaning service provided an updated quote to clean the library portion of the new building. While Director Pino recommends continuing to search for longer-term solutions in conjunction with the Township, consensus reached was to amend the current contract with updated pricing for the time being.
- Andrew Gargano reported that he will be earning 2 continuing education credit hours towards the 7 required annual hours for Trustees, at an upcoming workshop. He stressed the need to satisfy the requirement by the end of the year.
- *Grand Opening date:* The Ad Hoc Grand Opening Committee had settled on a June 3, 2017 grand opening date. Issues raised during final inspections, however, may jeopardize that date. Director Pino will keep Trustees apprised of any changes in the date. Additional topics discussed in relation to the grand opening included:
  - Invitations to Officials at various levels of service. Dr. Oberer will e-mail the Trustees a preliminary list for approval or modification;
  - Refreshments, if any, to be served;
  - Coordinating volunteers from partner organizations such as the Friends of the West Milford Township Library and District Schools;
  - Event parking. The new building parking lot will be closed as the grand opening ceremony will take place outside the building. James Rogers has secured permission to use the Presbyterian Church parking lot on whichever day the grand opening occurs;
  - Anticipated amount of visitors;
  - Alternate dates to June 3.
- Dr. Oberer reported that some Trustees became aware of negative comments on social media concerning the new building. A general invitation to present concerns and have the Trustees address them at the present meeting was put forth on the platforms where comments were made. No one has come forth to address the Board.
- Daniel Novak suggested the following as to how District Schools and WMTL could partner once in the new building:
  - Adding the new building as a school bus stop. Consensus reached was to limit to middle and high school students starting in September 2017;
  - Providing WMTL with District Chromebooks to be signed out by students. Director Pino agreed to work out how to do so should the Board of Education approve the proposal.

Director Pino pointed out that the new building's increased offerings, in combination with Mr. Novak's suggestions, could lead to a dramatic rise in the number of children and young adults in small time frames that could require additional supervision and reallocation of library resources. Discussion ensued over possible strategies to accommodate that potential influx, including a monitor provided by the District or a Safety Officer, and modification of the School Code of Conduct to include the Library. Consensus reached was that an increase in students visiting WMTL is a goal, but that Trustees would be open to Director Pino's requests for reallocation of resources or alternate solutions in order to maintain public safety and standard library operation.

- In gratitude for a group donation gathered and made towards the new building, Westbrook School faculty and staff were offered a private tour of the building given by Dr. Oberer and Director Pino. Nancy Gridley reported that the feedback was overwhelmingly positive, with the excitement palpable among the student population as well.

### **Bill List**

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

### **Public Petitions and Requests**

On behalf of Martha Tappan, Douglas Ott reported that the Friends of the West Milford Township Library had received as many book donations for the annual book year this year as they had for the previous year, despite the fact that the collection period was shortened from year-round down to 2 weeks before the book sale.

### **Closed Session**

Andrew Gargano motioned at 8:15 PM to enter Executive Session for the purpose of discussing vacant staff positions. Gillian Hemstead seconded. All in favor, motion carried.

Mayor Bieri motioned at 8:30 PM to end Executive Session. Andrew Gargano seconded. All in favor, motion carried.

James Rogers motioned to extend offers of employment to Margaret Sweet and Jean Caillie as part-time Library Assistants, at 21 and 28 hours per week respectively, replacing Staff members who have resigned and retired. Gillian Hemstead seconded. All in favor, motion carried.

### **Date of Next Meeting**

June 13, 2017

### **Adjournment**

Gillian Hemstead motioned to adjourn at 8:34 PM. Daniel Novak seconded. All in favor, motion carried.

Minutes prepared and respectfully submitted by:

Kathy Simmons-Collins  
Administrative Library Assistant