

**West Milford Township Library
Board of Trustees
Regular Meeting
June 13, 2017**

June 13, 2017: 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 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	
Gillian Hemstead	

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

Absent

Eugene Valenta

Public Present

None

Approval of Minutes

Dr. Joan Oberer motioned to approve the May 9, 2017 Regular Meeting minutes. Andrew Gargano seconded. All in favor, motion carried.

Public Petitions and Requests

None

Director's Report

New Building:

- Director Pino thanked both the Library Trustees and Staff for their efforts above and beyond the call of duty, and stretching back years and in the immediate preceding week, to make the new building a reality and preparing it for opening to the public.
- Director Pino summarized outstanding final inspections, steps needed to finalize them, and the timetable to do so.
- Director Pino pointed out that while a Certificate of Occupancy will be granted and the building opened to the public, the General Contractor still has punch list items to work on. While progress has been made, the project is not complete.
- Battinelli Landscaping has been working after hours in the previous week and has made great progress towards beautifying the site. While the entire site landscaping will not be complete in time for the grand opening, enough will be done to welcome the public. Andrew Gargano and Dr. Oberer both commented on the quality and value of the donated materials and labor. Discussion ensued as to a proper form of acknowledgment for the donation.

Facilities:

- The current library building's water line was ruptured and inundating the sidewalk in front of the building. Apparently the water line was resting atop a rock which over time ruptured the pipe. All repair work has been performed.

Institutional Membership:

- PALS Plus has filed the library's E-Rate application, which subsidizes 40% of the telecommunication costs.

Committee Reports

Finance: Andrew Gargano, Chairperson, reported that the Board will be asked to approve a resolution during the New Business portion of the meeting approving transfer of funds to correct a misdeposited allocation check.

Fundraising: James Rogers, in lieu of Eugene Valenta, Chairperson, reported that the Committee has focused on how to assist with grand opening activities.

Ad Hoc Grand Opening: James Rogers, Chairperson, reported that:

- He and Douglas Ott have visited local eateries seeking refreshments, preferably donated, for the grand opening. Should there be no food donations forthcoming, cookies and water will be provided.
- Several high school student volunteers will assist at the grand opening, courtesy of Daniel Novak and the Board of Education. Dr. Oberer and Director Pino will provide a tour and training on Wednesday, June 14, to prepare them how to best assist the public, and answer the most anticipated questions.
- While the Presbyterian Church had initially offered their parking spaces for the grand opening, the offer was rescinded as there will now be a wake at the same time as the grand opening. While regrettable, consensus was that enough parking is available in the general municipal complex area to accommodate the anticipated draw.
- Dr. Oberer reported that while several guests were personally invited and offered assigned parking, none had confirmed attendance as of yet.
- Daniel Novak reported that the Pipes and Drums and Jazz Trio are set to perform at the grand opening.
- Dr. Oberer announced that the Board of Education will house 20 Chromebooks at the new building for use by West Milford students. Daniel Novak and Director Pino will meet to establish the parameters for use, with the Board of Education IT staff training Library staff on basic operation and troubleshooting.

New Building: Douglas Ott, Chairperson, reported that:

- There will be a display ready for the grand opening detailing previous West Milford library buildings and their openings, including the first building opening in 1954. Materials for the display will come from scrapbooks maintained by Library staff.
- Director Pino reported that neither an art hanging system for the Gallery, nor a book drop, will be ready for the grand opening. The public can continue to deposit items in the current book drop until further notice.
- Dr. Oberer reported that two plaques honoring Doris Aaronson had been ordered but would not be available for installation in time for the grand opening.

- Dr. Oberer reviewed the grand opening ceremony details, along with the roles of Trustees during festivities.
- Practices and policies concerning use of Quiet Study Rooms were discussed. Consensus reached was that reservations would be for an hour at a time, with the ability to reserve additional blocks of time.
- Movement of the Dorothy Sacks memorial bench from the grounds of the current library building to the new building was discussed. Consensus reached was that an appropriate location on the new building site would be identified, though not in time for the grand opening, while research would have to be done to ensure the move could be done safely while maintaining the integrity of the bench.

Unfinished Business

- *June 17, 2017 New Library Grand Opening:* Discussion pertaining to this topic took place in the Director's Report and New Building Committee Report portions of the meeting.

New Business

- *Resolution approving transfer of \$48,244.20 from Capital to Operating Funds:* Dr. Joan Oberer motioned to approve Resolution 2017-17, approving the transfer of 2017 2Q allocation monies, which had been incorrectly deposited into Capital funds, to Operating funds. Douglas Ott seconded. All in favor, motion carried.

Bill List

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

Public Petitions and Requests

None

Closed Session

None

Andrew Gargano motioned to approve the May 9, 2017 Executive Session Meeting minutes. Gillian Hemstead seconded. All in favor, motion carried.

Date of Next Meeting

July 11, 2017

Adjournment

Andrew Gargano motioned to adjourn at 7:47 PM. Gillian Hemstead seconded. All in favor, motion carried.

Minutes prepared and respectfully submitted by:

Kathy Simmons-Collins
Administrative Library Assistant