

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

March 13, 2018: The regular meeting of the West Milford Township Library Board of Trustees was called to order at 7:00 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 | Joanne Grady |
| James Rogers, Vice President | Ricardo Pino |
| Andrew Gargano, Treasurer | |
| Douglas Ott, Secretary (Interim) | |
| Eugene Valenta | |
| Sandra Nebel | |
| Mayor Bettina Bieri | |

Absent

Gillian Hemstead
Daniel Novak, Delegate, Superintendent of Schools

Public Present

None

Approval of Minutes

Dr. Oberer motioned to approve the February 13, 2018 Regular Meeting minutes as amended. Douglas Ott seconded. All in favor, motion carried. Eugene Valenta abstained as he was not present at the February 13, 2018 meeting.

Public Petitions and Requests

None

Director's Report

- Director Pino thanked the Trustees and the Staff for their patience and work while he was incapacitated by illness for the previous month's Trustee meeting.
- The backlog of interlibrary loan materials has been cleared by the statewide delivery vendor. The statewide delivery contract will be put out to bid for a second time, with a new vendor to be selected shortly. Director Pino is concerned over how the next transition between vendors will play out, and whether increased bid costs will be passed on to local libraries, but he will keep a watch on how it plays out.
- Director Pino detailed the recent closures due to weather, and how the library served as a warming and charging center over the March 3, 2018 weekend for residents who lost power. While the library lost power along with the municipal complex, the generator functioned as designed. Director Pino praised the reduced weekend staff, especially Joanne Grady, for getting the building fully online and for handling the increased, heavy flow of patrons during that particular weekend. He also detailed how the HVAC system reacts to loss of power, and the steps needed to get the system back online.
- Director Pino outlined the diversification of vendors for general supplies, as many are now offering options for purchasing and invoicing that satisfy library and Township regulations.

- The deadline for the Per Capita State Aid application was extended to March 30, 2018, but most of the application is complete. Usage and visitation numbers are greatly increased, which Director Pino hopes translates to increased aid.
- While Director Pino had initially reported he anticipated handing in a Community Development Block Grant (CDBG) application to add automatic door openers to certain interior doors through the Township, the Township did not submit a CDBG application for this funding year. Registering the library for its own access to applying for CDBG funds is a lengthy process that pushed past the application deadline. However, once that process is finished, the library will be able to apply for its own grants without having to go through the Township.
- Joanne Grady, Theresa McArthur, and Director Pino are finalizing details for a local author event at the library, with a keynote session by a published author. Meeting spaces have been secured for breakout sessions with cooperation from the Community Services and Recreation department. The event will take place during the weekend of the one-year anniversary of the new building opening.
- Fax service for the public and staff lines has been restored, at the proper pricing. Director Pino thanked Kathy Simmons Collins for her perseverance in taking on a task that, while deceptively simple, was more complex and frustrating than it should have been.

Douglas Ott followed up on Director Pino's item concerning diversifying vendors for the library, including Amazon, and whether purchases through Amazon by the library could be made through the Amazon Smile program. While he could not answer definitively, Director Pino will look into it.

President's Report

- Dr. Oberer praised and thanked Director Pino's energy and efforts for the library.
- Dr. Oberer chaperoned the previous weekend's film screening. Attendance has been slowly building, with the only negative comment being the need for additional room darkening. Dr. Oberer has provided a temporary solution while Director Pino researches a long-term solution.
- Dr. Oberer asked for Trustee volunteers to assist Director Pino on Friday, March 23, 2018, from 12 to 6 PM, when the former library building is opened to the public for the purpose of free disposal of obsolete furnishings and equipment. In response to James Rogers' question, Mayor Bieri clarified that any items remaining on the first floor not tied to the plumbing or electrical systems were eligible for disposal. Director Pino intends to dismantle whatever items remain afterwards, in order to lessen the costs for removal of excess inventory.

Committee Reports

Finance: Andrew Gargano, Chairperson, reported that the Committee met on Tuesday, March 13, 2018:

- The Township has not provided allocation funds to the library from December 2017 onwards, due to end-of-fiscal-year processes, and cancelled Governing Body meetings where those funds would need to be approved. The Committee expects at least a portion of those funds to be delivered shortly. While the budget report reflects zero income for 2018, there are enough operating account funds to adequately cover several months' worth of bills.
- Director Pino received three quotes for an elevator maintenance contract. The cost of the first year maintenance service was included in the construction contract, but expired at the end of February 2018. Director Pino is recommending the contract be awarded to Arrow Elevator, the installers of the elevator and the maintenance vendor for the first year, due to past performance and best price proposal.

- Director Pino received three proposals for people counters. Criteria used for evaluating the counters included: price; level of needed staff intervention; accuracy; power supply; aesthetics; feature set, including wireless capabilities; and ownership of data. Director Pino is recommending the purchase of the SenSource product. Consensus was to accept the Director's recommendation.
- Mr. Gargano reminded the Trustees that the New Jersey Library Trustee Association biannual conference has been scheduled for October 2018, and extolled the virtues of attending.

Personnel and Policies: James Rogers, Chairperson, reported that the Committee met on Friday, March 16, 2018:

- Director Pino presented the Committee with several examples of Meeting Room, and Food and Beverage, policies. The new building has highlighted the need to either update or create new policies around these two topics, as well as others to be broached down the line. Discussion ensued over current policies, in which areas of the building would library policy be enforceable, and different considerations for each of the policies. James Rogers asserted that while the Committee would like to have recommendations for approval to forward to the full Board soon, there were still many issues to be discussed at the Committee level.

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

- Director Pino continues to keep an eye on building systems performance to make sure any issues are dealt with while the maintenance bond is in place. Director Pino outlined the areas of optimization needed for the HVAC system in particular, and the discussions taking place with the General Contractor and the HVAC subcontractor. Next steps will be for a meeting with all of the HVAC subcontractors and the Director to discuss how the system has or has not been set up, and how different components installed by different subcontractors are performing in concert with each other. Director Pino stressed that the HVAC system is working, as evidenced by the fact that the library was recently a warming station, but it is not performing as optimally as it should.
- A West Milford Museum and library patron donated to the library a print of a Jasper Francis Cropsey painting she recently won at the Museum. Discussion ensued over the proper way to determine what artwork and photography to display in the building, and possible sources of each.

Unfinished Business

- *Friends of the West Milford Township Library activities:* Eugene Valenta, liaison to the Friends, reported that:
 - The Friends Grant Writing Subcommittee met on February 17, 2018, submitting an application to the Dollar General Literacy Grant program requesting funds to support the library's Summer Reading Club. Awards will be announced in May 2018. The Subcommittee will select other grants to apply for at its next meeting.
 - The Friends Board met on March 6, 2018 and discussed the Friends annual Book Sale. The Presbyterian Church is not available for dates requested, so the Friends have sought alternate venues, including the Wallisch Homestead, the use of which might allow for expansion of activities for book sale attendees. Sandra Nebel added that should the Wallisch Homestead be the venue, the dates of the Book Sale would be September 14, 15, and 16, 2018.
 - The Friends are finalizing the procedure to receive proceeds through the Amazon Smile program, and promote as heavily as they can once so done.

New Business

- *Elevator maintenance service contract:* Andrew Gargano motioned to approve Resolution 2018-09 authorizing the awarding of an elevator preventative maintenance service contract to Arrow Elevator. James Rogers seconded. All in favor, motion carried.

Bill List

Dr. Oberer motioned to approve the Bill List. Andrew Gargano seconded. All in favor, motion carried.

Public Petitions and Requests

None

Closed Session

Dr. Oberer motioned at 8:09 PM to enter Executive Session for the purpose of discussing Director Pino's performance evaluation. Andrew Gargano seconded. All in favor, motion carried.

Dr. Oberer motioned at 8:25 PM to end Executive Session. Douglas Ott seconded. All in favor, motion carried.

Date of Next Meeting

April 10, 2018

Adjournment

Andrew Gargano motioned to adjourn at 8:27 PM. James Rogers seconded. All in favor, motion carried.

Minutes prepared and respectfully submitted by:

Joanne Grady
Supervising Librarian