

**West Milford Township Library
Board of Trustees
Regular Meeting
April 10, 2018**

April 10, 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	
Eugene Valenta	
Sandra Nebel	

Absent

Douglas Ott, Secretary (Interim)
Gillian Hemstead
Daniel Novak, Delegate, Superintendent of Schools
Mayor Bettina Bieri

Public Present

None

Approval of Minutes

Andrew Gargano motioned to approve the March 13, 2018 Regular Meeting minutes. James Rogers seconded. All in favor, motion carried.

Public Petitions and Requests

None

Director's Report

- Director Pino thanked the Trustees for the refreshments provided to the Staff in recognition of Library Workers' Day.
- Director Pino reviewed emergency weather closings, snow removal costs year to date, and impact on the budget.
- The Passaic County Board of Elections has selected the Library and Community Center as a polling center for primary and general elections, the first of which will be on June 5, 2018. The municipal complex will now host three districts instead of two. Director Pino expressed some concerns to the Township as to how library services will be impacted, and additional considerations the Township did not take into account. Discussion ensued on how to foster relationships with the Township to ensure that the Library gets involved earlier in discussions over building usage beyond the norm.

President's Report

- On behalf of the Trustees, Dr. Oberer thanked Director Pino and Joanne Grady as representatives of the Staff for National Library Worker's Day.

- Dr. Oberer updated the Trustees on Director Pino's efforts at emptying out the former building, including dismantling of the shelving. Director Pino thanked all Trustees who pitched in, especially Gene Valenta.
- Dr. Oberer reminded Trustees to fill out the required Financial Disclosure forms by the April 30 deadline.
- Dr. Oberer pointed out that the Federal budget that passed included increased support for libraries. Director Pino outlined how that increased support would most likely be parsed out.
- Dr. Oberer reminded Trustees that the New Jersey Library Trustee Association conference will be held on October 27, 2018.

Dr. Oberer asked Director Pino about expenditures for the hoopla digital media service. Director Pino reported that the budget for the past two years had been adjusted to accommodate hoopla's cost, and that the costs had been managed and stayed within budget.

Committee Reports

Finance: Andrew Gargano, Chairperson, reported that the Committee met on Tuesday, April 10, 2018:

- Director Pino presented to the Committee three quotes for selecting a fire monitoring and fire systems preventative maintenance vendor. All three quotes included switching the fire monitoring service from a telephone-based system to a wireless radio surveillance system. Director Pino recommended that A.C. Daughtry receive the contract.
- Director Pino received a quote from a local junk removal vendor of \$725 for removal of excess shelving and furniture from the former library facility. He will address the Board of the Friends of the West Milford Township Library to request the funding.
- It is anticipated that the Township will remit to the Library its portion of maintenance costs for December 2017 and January through February 2018, as well as the Library's 2018 allocation funds, after bill list approval at the upcoming Governing Body meeting.
- Director Pino met with all of the HVAC building subcontractors to continue addressing ongoing issues with the HVAC system. While there has been progress, more follow up is needed. James Rogers asked for clarification on deadlines to be met to ensure the Library did not incur cost. Director Pino responded that the maintenance bond on the building was in place until June 30, 2018. Discussion ensued as to potential strategies for how to proceed should issues not be resolved in the next month.

Personnel and Policies: James Rogers, Chairperson, reported that the Committee met several times over the previous month:

- The Committee has finalized a Conference and Study Rooms Usage Policy that Director Pino will present for adoption in the New Business portion of the meeting. The policy does not cover the Township meeting spaces in the library building.
- The Committee continues to debate the proper balance for an updated food and beverage policy, beyond the current zero tolerance policy.
- Negotiations to update the Staff contract have begun, with full details to be provided in Closed Session.

Facilities and Maintenance: Due to absence of Douglas Ott, Chairperson, Facilities issues were reported on by Andrew Gargano during his Finance Committee report.

Unfinished Business

- *Friends of the West Milford Township Library activities:* Eugene Valenta, liaison to the Friends, reported that:
 - The Friends Technology Committee met on April 5, 2018, to discuss:
 - updating the Friends website and domain name to improve findability and search engine results;
 - selecting a new web hosting vendor;
 - providing official e-mail accounts for Friends Officers;
 - updating the Friends logo.
 - The Friends Board will meet on April 11, 2018 to discuss the Technology Committee recommendations, as well as to receive an update on the Friends Book Sale.

New Business

- *Fire monitoring and preventative maintenance service contract:* Andrew Gargano motioned to approve Resolution 2018-11 authorizing the awarding of a fire monitoring and fire system preventative maintenance and testing service contract to A.C. Daughtry Security Systems. James Rogers seconded. All in favor, motion carried.
- *Conference and Study Rooms Usage Policy:* Andrew Gargano motioned to approve Conference and Study Rooms Usage Policy. Sandra Nebel seconded. All in favor, motion carried.

Bill List

James Rogers motioned to approve the Bill List. Gene Valenta seconded. All in favor, motion carried.

Public Petitions and Requests

None

Closed Session

Dr. Oberer motioned at 7:49 PM to enter Executive Session for the purpose of discussing updates on collective bargaining talks. Gene Valenta seconded. All in favor, motion carried.

Dr. Oberer motioned at 8:17 PM to end Executive Session. Andrew Gargano seconded. All in favor, motion carried.

Dr. Oberer motioned to approve the March 13, 2018 Executive Session minutes. Andrew Gargano seconded. All in favor, motion carried.

Date of Next Meeting

May 8, 2018

Adjournment

Andrew Gargano motioned to adjourn at 8:19 PM. James Rogers seconded. All in favor, motion carried.

Minutes prepared and respectfully submitted by:

Joanne Grady
Supervising Librarian