

**West Milford Township Library
Board of Trustees
Regular Meeting
May 8, 2018**

May 8, 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	Kathy Simmons Collins
James Rogers, Vice President	Ricardo Pino
Andrew Gargano, Treasurer	
Douglas Ott, Secretary (Interim)	
Eugene Valenta	
Gillian Hemstead	
Sandra Nebel	
Mayor Bettina Bieri	

Let the record show that Daniel Novak, Delegate, Superintendent of Schools, arrived at 7:50 PM.

Absent

None

Public Present

None

Approval of Minutes

Dr. Oberer motioned to approve the April 10, 2018 Regular Meeting minutes. Andrew Gargano seconded. All in favor, motion carried. Douglas Ott, Gillian Hemstead, and Mayor Bieri abstained as they were not present at the April 10, 2018 Regular Meeting.

Public Petitions and Requests

None

Director's Report

- The fire alarm monitoring service was successfully transitioned to the new vendor on April 24, 2018. Fire system testing and inspection will be scheduled for June 2018. The fire monitoring was also transitioned to a more cost effective and reliable wireless system, allowing for the cancelling of two phone lines and elimination of its high recurring monthly cost.
- Director Pino thanked the Friends of the West Milford Township Library for paying for a junk removal company to remove most of the obsolete shelving, furniture, and equipment from the former library facility. The Facilities Committee and the Director have discussed next steps for transitioning the building to the Township.
- The HVAC system has been fully repaired.
- Director Pino outlined several programs that are currently in planning stages but that should be rolled out over the next few months. Many of these programs are being done in collaboration with community partners such as the West Milford Lions, the Friends of the West Milford Township Library, and the West Milford School District.

- Director Pino demonstrated the new people counters for the Library portion of the building. He will install them by June 1, 2018.
- WMTL's accounts with Home Depot and Amazon have been finalized.
- The HVAC preventative maintenance service will be performed on May 9, 2018, now that the malfunctioning condensing unit has been repaired and WMTL purchased a ladder to access the attic hatch. The ladder is currently being stored in the first floor water tank room, though Director Pino is researching products to safely store and lock the ladder by the attic hatch.
- WMTL and Director Pino are now fully registered in the federal government's System for Award Management program, the final prerequisite for the Library to be able to apply for federal Community Development Block Grants.

President's Report

- Dr. Oberer also thanked the Friends for their continued support, financial and otherwise.
- Dr. Oberer attended the West Milford Camera Club's show, held in the large meeting room in the Library. She felt that it was an effective use of the space, the Camera Club was pleased with the space, and that similar programs can take place there in the future.
- Douglas Ott has expressed to Dr. Oberer his intent to resign as interim Board Secretary. The process to name a new Secretary will begin during the New Business portion of the meeting.
- Dr. Oberer informed the Trustees of her temporary change of address while building a new home on her West Milford property.

Committee Reports

Finance: Andrew Gargano, Chairperson, reported that the Committee met on Tuesday, May 8, 2018:

- WMTL received its 1Q allocation funds from the Township.
- Billing for the Township's portion of the building's shareable costs has proceeded smoothly.

Mayor Bieri asked for clarification on some balance sheet items. Director Pino reported that several outstanding 2017 funds due from the Township had only recently been received and deposited but had not yet been allocated. Now that final funds have been received, the final accounting and audit for 2017 will be scheduled.

Personnel and Policies: James Rogers, Chairperson, reported that the Committee met on Wednesday, May 2, 2018:

- The Committee has agreed in to terms with the Staff Union. Terms will be discussed with the full Board in Closed Session.
- The Committee continues to debate the proper balance for an updated food and beverage policy, beyond the current zero tolerance policy.

Facilities and Maintenance: Douglas Ott, Chairperson, reported that the Committee met on Tuesday, May 8, 2018:

- Director Pino reported that there had been another backup into the first floor drains over the weekend. The blockage was removed, and a camera sent into the septic system. Footage does indicate some issues. Director Pino is working with the engineer and general contractor to determine the proper course of action.

- Director Pino has received various donation offers of artwork for the building. He presented what he has received so far to the Committee, and will respond to the various potential donors with the Committee's responses.

Unfinished Business

- *Friends of the West Milford Township Library activities:* Eugene Valenta, liaison to the Friends, reported that:
 - A new logo for the Friends has been selected for use on marketing materials.
 - The Friends has received a \$750 grant from Orange & Rockland to be used to partially subsidize the 2018 Monday Nights Under the Tent summer concert series.
 - The Friends has submitted a grant application to the Dollar General Literacy Foundation. Awards will be announced on May 10, 2018.
 - The next Friends General membership meeting will be held on May 23, 2018.
 - Director Pino added that the West Milford Players have decided to donate a portion of the proceeds of their next show, "Cat on a Hot Tin Roof", to the Friends. They have asked that members of the Friends and/or the Library Board be available in the lobby to address any questions or comments from attendees.
- *Conference and Study Rooms Usage Policy amendment:* James Rogers motioned to approve amendments to the Conference and Study Rooms Usage Policy. Dr. Oberer seconded. All in favor, motion carried.

New Business

- *Nominations for Secretary of the Board of Trustees:* Dr. Oberer opened up nominations for the office of Secretary. Dr. Oberer nominated Sandra Nebel, who accepted the nomination. As per the bylaws, the vote shall take place at the June 12, 2018 Regular Meeting.
- *Collective Bargaining Agreement ratification:* Terms will be presented to the full Board in closed session, and ratification voted on after the session.

Bill List

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

Public Petitions and Requests

None

Closed Session

Eugene Valenta motioned at 7:35 PM to enter Executive Session for the purpose of discussing ratification of the collective bargaining agreement, and WMTL's real estate interest in the Wallisch Homestead. Gillian Hemstead seconded. All in favor, motion carried.

James Rogers motioned at 8:14 PM to end Executive Session. Gillian Hemstead seconded. All in favor, motion carried.

Andrew Gargano motioned to approve the renewal of the Collective Bargaining Agreement as per the terms of signed Memorandum of Agreement. Douglas Ott seconded. All in favor, motion carried.

James Rogers motioned to approve the April 10, 2018 Executive Session minutes. Andrew Gargano seconded. All in favor, motion carried. Douglas Ott, Gillian Hemstead, Daniel Novak and Mayor Bieri abstained as they were not present at the April 10, 2018 Regular Meeting.

Date of Next Meeting

June 12, 2018

Adjournment

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

Minutes prepared and respectfully submitted by:

Kathy Simmons Collins
Administrative Library Assistant