

**West Milford Township Library
Board of Trustees
Regular Meeting
August 14, 2018**

August 14, 2018: The regular meeting of the West Milford Township Library Board of Trustees was called to order at 7:04 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	
Sandra Nebel, Secretary	
Douglas Ott	
Eugene Valenta	
Gillian Hemstead	
Mayor Bettina Bieri	

Absent

Daniel Novak, Delegate, Superintendent of Schools

Public Present

Marty Tappan

Approval of Minutes

Dr. Oberer motioned to approve the June 12, 2018 Regular Meeting minutes. Andrew Gargano seconded. All in favor, motion carried.

Public Petitions and Requests

Marty Tappan announced that the Friends of the West Milford Township Library would hold its annual Book Sale at the Wallisch Estates in September, and passed out flyers for the event.

Director's Report

- Director Pino updated the Trustees concerning statewide interlibrary loan delivery services.
- The Library's first Literary Expo, held on June 23, 2018, was a success, with nearly 50 attendees interacting with 11 local authors. Director Pino thanked the Friends for providing refreshments, and Theresa McArthur and Joanne Grady for organizing the event.
- Director Pino has started the process to update the Library's Disaster Plan, and Emergency Procedures. He has met with the Township's Office of Emergency Management and the Chief of Police to review procedures and update with best practices. Chief Storbeck has also offered to have a Tactical Officer train staff on best practices and situational awareness during high stress events such as an active shooter. Director Pino will make arrangements for a staff training day once the policies and procedures are updated.
- Director Pino outlined various successful summer programs. Many of these programs were filled to capacity quickly, with the new challenge moving forward is how to accommodate increased patron interest.
- Director Pino, as PALS Treasurer, has been involved with preparing the 2019 PALS Plus budget. Initial estimates indicate a 1-2% increase in dues. PALS is also looking at various models for

offering localized tech support for public and staff computers. This service had been offered for many years until 2016, as a pass through cost to participating libraries. West Milford used to participate, and Director Pino believes it is needed again, particularly as our public computers and laptops are beyond their end-of-life dates and we seek to maximize their usage.

Dr. Oberer inquired over the status of the School District's Chromebooks housed at the Library for student usage. Director Pino confirmed that they were still available and, as could be expected, got a fair amount of usage in the spring but very little in the summer. Dr. Oberer and Gillian Hemstead suggested increased signage reminding students of the available shared services between the schools and the Library, most notably the Chromebooks and the shuttle to the Library.

President's Report

- Dr. Oberer attended most of the Concerts Under The Tent, which were very well attended. She thanked the Friends for their sponsorship and publicity of the series.
- Dr. Oberer also thanked Ernie Oberer for assisting Director Pino in the final vacating of the former library building. Mr. Oberer also straightened and leveled the Dorothy Sacks Memorial bench at the new facility, which had settled since its installation. He also provided and planted the flowers for the plant holders at the front entrance of the Library.
- Library Staff have received their wage increases as per the ratified Collective Bargaining Agreement contract. Retroactive amounts due are still being calculated and processed.
- Dr. Oberer highlighted monthly e-mail campaigns used by other libraries to engage with their patrons, and encouraged Director Pino to investigate doing the same. Director Pino had started looking into doing so, including selecting the best software service to use. The Library had done something similar in the past, but the e-mail list is approximately five years old. Director Pino will prepare a campaign for a new sign-up, and designing the e-mail newsletter.
- Dr. Oberer remarked on an item in the Director's Report concerning how the Library's Facebook page had fans from various countries around the world. Director Pino outlined some possibilities for why the Library's reach was global.
- Dr. Oberer surveyed the Trustees to see who would be attending the October 2018 Library Trustee Training Institute. While various Trustees expressed interest, they had not received any registration information as of yet. Director Pino will find the information and forward to the Trustees.

Committee Reports

Finance: Andrew Gargano, Chairperson, reported that the Committee met on Tuesday, August 14, 2018:

- The preliminary figures from the 2017 audit indicate that \$159,000 should be able to be transferred from Operating funds to Capital funds. These savings were possible even while the Library has been paying expenses for both the new and the former library buildings. Mr. Gargano also thanked Director Pino for his efforts in preparing the former building for transfer to the Township. The Library's accountants, The Spire Group, will work with Library Administration to balance 2017 in line with the Auditor's recommendations.
- The Library's June 2018 allocation disbursement is on the bill list for the Township Council meeting on August 15, 2018.
- The Township is preparing an RFP for banking services. The Library's banking accounts are included as part of the RFP.

Personnel and Policies: James Rogers, Chairperson, reported that the Committee did not meet, but for its September meeting it will address the creation of a Bulletin Board policy.

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

- The fire alarm and sprinkler system has had its maintenance service and passed inspection.
- The annual maintenance service for the generator has been performed. The fuel tank has also been topped off.
- Building gutters need to be cleaned. Director Pino is looking for quotes, as well as estimates on gutter guards and heating units.
- The retention pond had been clogged and not draining properly. DPW unclogged the filter, and will maintain an inspection and maintenance schedule.
- All the exterior and interior windows were washed, with several Trustees complimenting the quality of the work.
- Storm water is pooling and not draining properly in a small area on the property line between the Library and the bicycle shop. The issue will be assessed and a solution presented to the Facilities Committee.
- Additional garbage receptacles will be purchased for the building.
- The purchase of an art display system to be installed in the second floor gallery space is being finalized. Library staff is finalizing an online submittal process for any artists interested in displaying their work once the system is installed. In response to inquiries from the Town Council, Director Pino has written a memo outlining the Library's policy on displaying art in the Library, and status of the art hanging system installation.

Unfinished Business

- *Friends of the West Milford Township Library activities:* Eugene Valenta, liaison to the Friends, reported on the efforts undertaken by the Friends to organize the annual Book Sale.

New Business

- James Rogers thanked Director Pino, Theresa McArthur, and Daniel Novak for their efforts in making Project Excel a success. Mr. Rogers would like to see the program expanded next year if possible.
- Douglas Ott inquired as to whether ALF was taking place this year. Director Pino confirmed that it was taking place, and that the Library would be sandwiched between ALF and a simultaneous Oktoberfest taking place at the Presbyterian Church. Director Pino added that the Library would not have a booth at ALF this year, but is anticipating increased activity in the Library that day due to foot traffic going between both events.

Bill List

Dr. Oberer motioned to approve the July and August Bill Lists. Mayor Bieri seconded. After discussion, all Trustees voted in favor, motion carried. Discussion points included:

- James Rogers asked why there was an extra charge on the building cleaning bill. Director Pino explained that the company was reimbursed the cost of repair of a vacuum cleaner damaged while used by Library Staff to work on the former library building.
- Dr. Oberer and Andrew Gargano pointed out that Rockland Electric had furnished a credit for various power outages.
- Director Pino also pointed out that Verizon had furnished various credits due to unwarranted charges.

Public Petitions and Requests

- Marty Tappan reported on the success of the Under the Tent Summer Concert series. She also inquired as to the “West Milford Township Library” sign on the exterior of the former library building. Director Pino confirmed that there were no plans to transfer the sign to the new building.
- In her final address as a member of the Library Board, Mayor Bieri thanked the Trustees for their work as a Board, and expressed her desire that the current Trustees continue on as long as they could in service to the Library. On behalf of the Trustees, Dr. Oberer expressed the Board’s gratitude for all of Mayor Bieri’s time, energy, and leadership, and support for her decision to move on to the next chapter in her life.

Closed Session

None

Date of Next Meeting

September 11, 2018

Adjournment

Gillian Hemstead motioned to adjourn at 7:54 PM. James Rogers seconded. All in favor, motion carried.

Minutes prepared and respectfully submitted by:

Kathy Simmons Collins
Administrative Library Assistant