

**West Milford Township Library
Board of Trustees
Regular Meeting
September 11, 2018**

September 11, 2018: The regular meeting of the West Milford Township Library Board of Trustees was called to order at 8:02 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	
Sandra Nebel, Secretary	
Douglas Ott	
Eugene Valenta	
Gillian Hemstead	

Absent

Daniel Novak, Delegate, Superintendent of Schools
Acting Mayor Tim Wagner

Public Present

None

Approval of Minutes

Dr. Oberer motioned to approve the August 14, 2018 Regular Meeting minutes. Andrew Gargano seconded. All in favor, motion carried.

Public Petitions and Requests

None

Director's Report

- Director Pino thanked the Friends of the West Milford Township Library and Theresa McArthur for their hard work towards a successful ice cream social and concert to mark the end of the 2018 Summer Reading Program.
- The Township, by resolution, has assumed full responsibility for and ownership of the former library building. All requests made by the Township before turning over the building were met. Any expenses that continue to be charged to the Library for that building will be reimbursed by the Township.
- The art gallery hanging system has arrived. Director Pino will make arrangements to have it installed. An online application for artists interested in displaying their work is being finalized, with some final tweaks needed.
- The template for a monthly electronic newsletter is also being finalized. Director Pino thanked Bruce Gilliard for his assistance on both technical projects.
- As requested at the previous Board meeting, a flyer is being assembled outlining the resources available at the Library in support of and in partnership with the Board of Education. Daniel Novak has volunteered to have the graphic design students design the flyer, while Joanne Grady has supplied the copy.

- Director Pino discussed the “PALS By the Numbers” report, highlighting the efficiency WMTL displays in terms of its operating expenditures, and the efficacy and responsiveness of the materials collection.
- Director Pino will attend a virtual Town Hall concerning statewide interlibrary loan delivery services. It is the first communication on the topic in a few months, and will hopefully be informative.
- Director Pino will be away from the Library attending to medical issues for a short period of time. Joanne Grady will be in charge of the Library while he is away.

President’s Report

- Dr. Oberer welcomed Acting Mayor Tim Wagner, in absentia, or his delegate, to the Library Board.
- Dr. Oberer congratulated Director Pino on the successful efforts to turn over the former Library facility to the Township.
- Dr. Oberer thanked the Friends for all of their efforts organizing the annual Book Sale.
- Dr. Oberer also congratulated the Library Director and Staff for their work and efforts as reflected by the data in the “PALS By the Numbers” report.
- Dr. Oberer asked Director Pino to send to all Trustees the sample templates for the electronic newsletter for their feedback.
- Dr. Oberer updated the Trustees on her plans for primary residency. Due to some obligations around that, she will not be able to attend the Trustee Institute on October 27, 2018, though she encourages other Trustees to attend.

Committee Reports

Finance: Andrew Gargano, Chairperson, reported that the Committee met on Tuesday, September 11, 2018:

- Director Pino has started working on the 2019 Operating Budget.
- The allocation check for July 2018 is on the bill list for the next Governing Body meeting.

Personnel and Policies: James Rogers, Chairperson, reported that the Committee met on Wednesday, September 5, 2018:

- The Committee has started crafting a Bulletin Board policy.
- Director Pino’s mid-year evaluation was finalized and presented to him.

Facilities and Maintenance: Director Pino, in lieu of Douglas Ott, Chairperson, reported that:

- The Township Administrator has authorized the Engineering Department to investigate the stormwater drainage in between the Library and the adjacent property. Once they present a solution to the issue, Director Pino will present to the Trustees.
- A hornet’s nest was removed from the electrical meter on the outside of the building.
- The window washing has been completed, with the bill included in the current month’s bill list.
- EMCOR Services will continue on as the maintenance provider for the HVAC system. The next service is scheduled for September 17, 2018.

Unfinished Business

- *Friends of the West Milford Township Library activities:* Eugene Valenta, liaison to the Friends, reiterated Dr. Oberer's comments on the vast undertaking of the Book Sale by the Friends, and commented on how well organized it was. Dr. Oberer passed around photographs of the West Milford High School football team assisting with the movement of books.

Dr. Oberer asked Director Pino on the Library's plans during the weekend of ALF. Director Pino responded that there will be children's activities in the gallery area of the second floor; a screening of "Jurassic Park: Lost World"; and a sidewalk book sale by the Friends on the grounds.

Andrew Gargano commented favorably on the increased visitor count, with other Trustees also commenting favorably. Mr. Gargano asked if the shuttle bus from the schools had started up again, but Director Pino has not seen the bus during the first week of classes.

Dr. Oberer once again remarked on the high quality of *Fine Print*, the Library's newsletter.

New Business

- Sandra Nebel reached out to the Social Director of Bald Eagle Commons to promote more library events and services to the residents. Ms. Nebel will work with Joanne Grady to coordinate getting notices out to them in time for their own internal newsletter.
- Eugene Valenta requested that Dr. Oberer, on behalf of the Trustees, reach out to former Mayor Bettina Bieri to offer her well wishes and express concern, as she is now residing in the path of Hurricane Florence.

Bill List

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

Public Petitions and Requests

None

Closed Session

None

Date of Next Meeting

October 9, 2018

Adjournment

Dr. Oberer motioned to adjourn at 8:27 PM. Gillian Hemstead seconded. All in favor, motion carried.

Minutes prepared and respectfully submitted by:

Joanne Grady
Supervising Librarian