

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

December 11, 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:

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|---|-----------------------|
| 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 | |
| Daniel Novak, Delegate, Superintendent of Schools | |

Absent

Mayor Michele Dale

Public Present

Celeste Hampton

Approval of Minutes

Dr. Oberer motioned to approve the November 13, 2018 Regular Meeting minutes. James Rogers seconded. All in favor, motion carried.

Public Petitions and Requests

Celeste Hampton addressed the Trustees on three topics:

- The seed bank partnership between the Library and the West Milford 4-H. Ms. Hampton outlined how the seed bank has grown to other local institutions and beyond to countries in need, and thanked the Trustees for their early support and partnership on the initial program. Dr. Oberer in turn thanked Ms. Hampton for her efforts in initiating and growing the project.
- The walkway from the parking lot to the front entrance. Ms. Hampton suggested replacing the river rock that is currently on two cutouts of the walkway with some form of natural growth, for aesthetic and safety reasons.
- The Wallisch Homestead. Ms. Hampton began to outline a vision for how to develop the Wallisch Homestead, under the assumption the Library had an ownership stake in the property. Andrew Gargano and Dr. Oberer explained that whatever stake the Library had in the property was for the purpose of building a new library facility. Since the new library facility was built in its current location, the Library plot on the Wallisch property reverted back to the Township and the Board of Education, and that therefore the Library has no voice or participation in how the Wallisch property is used or developed.

Director Pino added his thanks for Ms. Hampton's efforts, and outlined how he felt the seed bank was a model partnership for the Library.

Andrew Gargano moved to close the Public Petitions and Requests portion of the meeting. Gillian Hemstead seconded. All in favor, motion carried.

President's Report

- Dr. Oberer thanked all the Trustees for their continuing efforts and the extraordinary unity in those efforts while in service to the Library.
- Dr. Oberer and the Trustees paused to acknowledge and celebrate Director Pino's birthday. Director Pino thanked the Trustees.
- Dr. Oberer thanked James Rogers for completing online courses that satisfied the yearly continuing education requirements for Library Trustees.

Director's Report

- The Library closed early on November 15, 2018, and opened at 12 PM on November 16, 2018, due to weather conditions.
- Director Pino has been asked to join the PALS Plus Delivery Task Force, which will partner with equivalent task forces in two other consortia, MAIN and LMxAC. Statewide interlibrary loan delivery services have only been guaranteed until the end of 2019. The three task forces will strategize to determine what steps can be jointly taken to minimize any potential disruption or even cessation of interlibrary loan delivery services. An initial step is for the member libraries to pass a resolution calling on the State Library, which funds delivery, to provide a transition plan guaranteeing delivery service levels at the current levels. The resolution will be introduced during the New Business portion of the meeting.
- Director Pino summarized several successful programs in December, including:
 - "The Music of James Taylor and Carol King" on December 4, 2018, which was attended by over 70 people;
 - Library visit by the entire West Milford Inclusion Preschool Program on December 6, 2018, organized by Theresa McArthur;
 - The monthly Pokemon Club in the Children's Room. The front page of the December 5, 2018 *Suburban Trends* newspaper had an article on the comeback of 1980's card and board games in game stores throughout the state. However, one of only two photographs used for the article was of the Library's Pokemon Club.
- At their December 5, 2018 Workshop Meeting, the Township Governing Body agreed to partner with the Library to extend the 2nd floor gallery display area into the hallway of the Township's meeting rooms. The Library would accept applications and select artists for the entire display space, using the parameters established in the Library's Displays and Exhibits policy. Director Pino has sent over to the Administrator the information to purchase the same display system that the Library has in the current gallery space, which the Township will be responsible for purchasing and mounting in their portion of the building.
- The Library e-newsletter will launch on January 1, 2019. Any feedback will be accepted and used to improve or tweak the newsletter.

Committee Reports

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

- The Spire Group reconciled year-end balances for 2018, matching balances as per the 2017 audit. Needed transactions were identified, including a transfer to the Township to be approved by resolution under the New Business portion of the meeting.
- As per the Township banking RFP, Columbia Bank will provide banking services to the Library starting on January 1, 2019. Signatories on the new accounts have filled out required paperwork

with Columbia Bank. The bulk of the operating funds will be transferred to Columbia Bank, though some funds will remain in Lakeland Bank on a short-term basis to cover any outstanding payments.

- A resolution approving the transfer of excess operating funds to capital funds will be presented during the New Business portion of the meeting.

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

- The Displays and Exhibits policy was reviewed in light of the partnership with the Township to extend the gallery display area into the Township hallway. The amended policy will be presented for approval in the Unfinished Business portion of the meeting.
- The Committee will present for adoption the Electronic Bulletin Board policy during the New Business portion of the meeting. The Friends of the West Milford Township Library have agreed to purchase two flat screens to serve as digital signage and replace the current corkboard used for announcements.

Facilities and Maintenance: Douglas Ott, Chairperson, reported that the flat screens that will serve as digital signage have arrived at the Library, though one of the two wall mounts has not yet arrived. Once it does, Director Pino will schedule installation, and experiment with optimal set up for how announcements will be displayed.

Unfinished Business

- *Friends of the West Milford Township Library activities:* Eugene Valenta, liaison to the Friends, reported that the Friends Executive Board met on November 20, 2018, primarily to empanel a Nominations Committee for Friends Board Officer elections. The Executive Board also approved the purchase of the aforementioned flat screens, as well as a portable podium with its own speaker for library events. Dr. Oberer thanked the Friends for their generosity in supporting the Library.
- *2018 Trustee Continuing Education hours:* As Dr. Oberer mentioned in her report, the Trustees as an aggregate have satisfied the state-mandated continuing education hours threshold.
- *2019 Board Officers and Committee Membership elections:* Gillian Hemstead motioned to approve the slate of Officers introduced at the November 13, 2018 Regular Meeting. Douglas Ott seconded. All in favor, motion carried.
- *2019 Operating Budget approval:* Dr. Oberer motioned to approve the 2019 Operating Budget introduced at the November 13, 2018 Regular Meeting. Andrew Gargano seconded. All in favor, motion carried.
- *Displays and Exhibits Policy amendment:* The policy was reviewed, with Andrew Gargano proposing further edits. After discussion, Gillian Hemstead motioned to approve the Displays and Exhibits policy as amended. Dr. Oberer seconded. All in favor, motion carried.

New Business

- Dr. Oberer motioned to approve the below resolutions. Gillian Hemstead seconded. All in favor, all four resolutions were adopted. The resolutions were as follows:
 - Resolution 2018-15 reappointing Director and Supervising Librarian as PALS Plus 2019 Voting Representative and Alternate.
 - Resolution 2018-16 approving transfer of \$159,523 from Operating to Capital Funds as per 2017 Audit.

- Resolution 2018-18 amending Resolution 2017-22 by transferring \$39,457.96 from Capital Fund to Township.
- Resolution 2018-17 supporting current level of interlibrary loan delivery.
- *Electronic Bulletin Board policy:* Dr. Oberer motioned to approve the Electronic Bulletin Board policy as put forward by the Personnel and Policies Committee. James Rogers seconded. Discussion ensued concerning the procedure for interested parties to submit flyers for display on information screens. All in favor, motion carried.

A follow-up discussion ensued concerning art displays in the gallery. In response to a question from James Rogers, Director Pino confirmed that he already had contact information from approximately six local artists waiting to display their work. Several Trustees commented that the recent installation of the art hanging system in the gallery highlights how limited the available space is in the gallery space as it is currently constituted. Various options were discussed for how to maximize the gallery space and its usage, which Director Pino will research in order to present options to Trustees.

Bill List

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

Public Petitions and Requests

None

Closed Session

None

Date of Next Meeting

January 8, 2019

Adjournment

Dr. Oberer motioned to adjourn at 8:12 PM. James Rogers seconded. All in favor, motion carried.

Minutes prepared and respectfully submitted by:

Kathy Simmons Collins
Administrative Library Assistant