

**West Milford Township Library
Board of Trustees
Regular Meeting
January 8, 2019**

January 8, 2019: The regular meeting of the West Milford Township Library Board of Trustees was called to order at 7:01 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.

Swearing in of Members

Andrew Gargano and Mayor Michele Dale were sworn in for their terms on the Library Board of Trustees.

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	
Daniel Novak, Delegate, Superintendent of Schools	
Mayor Michele Dale	

Let the record show that Gillian Hemstead arrived at 7:03 PM.

Absent

None

Public Present

Marilyn Lichtenberg

Approval of Minutes

Dr. Oberer motioned to approve the December 11, 2018 Regular Meeting minutes. James Rogers seconded. All in favor, motion carried.

Public Petitions and Requests

None

Director's Report

- Director Pino thanked Library Trustees and Staff, and the Friends of the West Milford Township Library, for a strong year marked by continuing mutual support and cooperation. 2018 marked the first full year in the new building. Most, if not all, outstanding building issues have been resolved, while the building itself is put to more and innovative uses than were possible in the former building.
- The inaugural e-newsletter was sent out on January 1, 2019, with subsequent newsletters to be sent out on the first of each month. Director Pino encouraged any feedback.
- The loan period for adult television series DVDs has been changed to two weeks per circulation, instead of one week, with the same number of renewals. This is a consortium-wide change in response to patron complaints that one week was not enough time to watch an entire season.
- The partial federal government shutdown has affected WMTL on a local level in at least two visible ways: 2018 federal income tax forms have not been received, which is an extremely

popular offering every year at the Library; and adult programs scheduled in January that were to be offered by federal employees had to be rescheduled for later in 2019.

President's Report

- Dr. Oberer welcomed Mayor Dale to the Board.
- Dr. Oberer thanked the Friends of the West Milford Township Library for donating the information screens in the lobby and second floor.
- Dr. Oberer provided positive feedback on the e-newsletter.

Committee Reports

Finance: Andrew Gargano, Chairperson, reported that the Committee met on Tuesday, January 8, 2019:

- The Spire Group is in the process of merging with another company to form HBK CPAs. Resolution 2019-2, to be approved later in the meeting, will authorize engagement with the Spire Group as the Library's accounting firm, though the company name will change at some point in 2019.
- The 2017 audit has been posted to the library website for public viewing.
- The capital bill list to be approved later in the meeting includes the Library's portion of construction costs for the new building. The payment is the third of twenty payments scheduled.
- Two of the Library's three bank accounts have been fully transferred from Lakeland Bank to Columbia Bank. Some funds remain in the Lakeland Bank operating account to cover outstanding payments. Director Pino has been authorized to have online access to view Columbia Bank accounts and transactions.

Personnel and Policies: James Rogers, Chairperson, reported that the Committee did not meet in January, but will hold their next meeting on February 6, 2019.

Facilities and Maintenance: Douglas Ott, Chairperson, reported that upon inspection, the building's HVAC installers confirmed that the loud bang heard throughout the Library on December 4, 2018 was a frostquake, an auditory phenomenon that can occur inside buildings during rapid temperature changes, and is exacerbated by the building's metal roof. The HVAC installers also tweaked the system to maintain optimal operation.

Unfinished Business

- *Friends of the West Milford Township Library activities:* Eugene Valenta, liaison to the Friends, reported that the Friends Fundraising Committee will meet on January 11, 2019 to discuss various fundraising projects for the year. Director Pino added that he will meet with members of the Friends Grant Writing Committee to request funds from the Columbia Bank Foundation to install automatic door openers for the Adult and Children's Rooms.
- Director Pino outlined options for expanding art display space in the Gallery. Director Pino met with Daniel Novak and members of the District faculty on the previous day to consult on various strategies for using the gallery space.

New Business

- Andrew Gargano motioned to approve the below resolutions. Gillian Hemstead seconded. All in favor, all eight resolutions were adopted. The resolutions were as follows:
 - Resolution 2019-1 for Appointment of Lane Biviano as Board Attorney.
 - Resolution 2019-2 for Appointment of Spire Group for Accounting Services.

- Resolution 2019-3 for Appointment of Ferraioli, Wielkotz, Cerullo & Cuva, P.A. for Audit Services.
- Resolution 2019-4 for Designating Signatures on Library Accounts.
- Resolution 2019-5 for Designation of a Depository.
- Resolution 2019-6 for Claims Requiring Payments Between Meetings.
- Resolution 2019-7 for the Authorization of the Library to Maintain Petty Cash.
- Resolution 2019-8 for the Designation for Legal Newspapers for the Publication of Legal Notices and Other Items for the Library.

Bill List

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

Public Petitions and Requests

None

Closed Session

None

Date of Next Meeting

February 12, 2019

Adjournment

Andrew Gargano motioned to adjourn at 7:24 PM. Sandra Nebel seconded. All in favor, motion carried.

Minutes prepared and respectfully submitted by:

Kathy Simmons Collins
Administrative Library Assistant