

**West Milford Township Library  
Board of Trustees  
Regular Meeting  
March 12, 2019**

**March 12, 2019:** The regular meeting of the West Milford Township Library Board of Trustees was called to order at 7:00 PM by James Rogers in the Library Conference Room of the West Milford Township Library and Community Center.

**Open Public Meetings Law**

James Rogers reviewed the announcement.

**Roll Call of Members:** The following Board and staff members were present:

James Rogers, Vice President	Joanne Grady
Andrew Gargano, Treasurer	Ricardo Pino
Sandra Nebel, Secretary	
Douglas Ott	
Eugene Valenta	
Councilwoman Marilyn Lichtenberg, Mayor's Delegate	

**Absent**

Dr. Joan Oberer, President  
Gillian Hemstead  
Daniel Novak, Delegate, Superintendent of Schools

**Public Present**

None

**Approval of Minutes**

Andrew Gargano motioned to approve the January 8, 2019 Regular Meeting minutes. Douglas Ott seconded. All in favor, motion carried.

**Public Petitions and Requests**

None

**Director's Report**

- WMTL, in conjunction with the West Milford High School's Interact Club, served as a drop-off location for prom dresses for the Cinderella Project, which assists students in financial need to assist their proms. Many more dresses than Director Pino anticipated were donated, marking a successful partnership.
- PALS Plus will be hosting two separate events, on March 16 and April 6, 2019, which will count towards Trustee Continuing Education hours. Andrew Gargano confirmed that he will attend at least one event.
- The PALS Plus Policy Committee is exploring the feasibility of automatic renewals of materials, text notices to supplement e-mail notices, and credit/debit card payments.
- As of January 2020, PALS Plus will no longer support computers, both public and staff, that are not upgraded to the Windows 10 operating system. The overwhelming majority of the public and staff computers are beyond end-of-life, so Director Pino would rather not purchase operating system licenses to install on machines that may start failing in the near future. Discussion ensued, with the consensus that Director Pino will coordinate with other PALS libraries to explore a group purchase that will drive per unit cost down, devise a replacement schedule, and draw up a budget.

- LibraryLinkNJ has voted to not dissolve, and will therefore continue overseeing the statewide interlibrary loan delivery service into 2020. The long-term fate of the statewide delivery service is still to be determined.
- On Saturday, February 23, 2019, the Library's first Memoir Writing for Seniors workshop series culminated with workshop members reading excerpts of their memoirs to invited guests and the general public. The reading was the subject of a feature story in The Record. Director Pino thanked Joanne Grady for her efforts in organizing and promoting the workshop series. He also remarked that February 23 prime example of the Library serving as a lively community center, with community theater auditions, 3 separate support group meetings, and the memoir writing workshop taking place simultaneously, in addition to the steady stream of standard library users.
- The annual Per Capita State Aid application is due on Friday, March 15, 2019. Director Pino does not anticipate any issues with the timely submittal of the application.
- The final railings for the art display system were installed on March 7, 2019. All wiring has also been finished for connecting the second floor information screen and printer/copier to a different location and maximize the wall space available for hanging art. Director Pino estimated being able to put up the first display for May 2019, reviewed the Exhibits and Displays policy, and discussed with the Trustees strategies for filling the available space.

### **President's Report**

None

### **Committee Reports**

*Finance:* Andrew Gargano, Chairperson, reported that the Committee met on Tuesday, March 12, 2019:

- The Township has reimbursed WMTL for its share of November and December 2018 building costs.
- The 2018 audit will be scheduled earlier as soon as all 2018 chargebacks are deposited and cleared.
- All automatic payments for utilities on the former library building have been removed and fully transferred to the Township.
- The current month bill list does not include payment for electrical costs, as no bill was received. This is usually the largest bill, and will most likely be included in next month's bill list.

*Personnel and Policies:* James Rogers, Chairperson, reported that the Committee has been working on Director Pino's performance evaluation and expect to present to the full Board at the April 9, 2019 Regular Meeting.

*Facilities and Maintenance:* Douglas Ott, Chairperson, reported that Director Pino has attended to different persistent building issues. The Committee has discussed strategies for preventing the flushing of anything besides toilet paper through the septic system.

### **Unfinished Business**

- *Friends of the West Milford Township Library activities:* Eugene Valenta, liaison to the Friends, reported that:
  - The Friends Fundraising Committee met on January 11, 2019 to discuss possible fundraisers, including Restaurant Nights, and a wine tasting event.
  - The Fundraising Committee also started planning the annual Friends Book Sale.
  - The Friends' Executive Board will next meet on Thursday, March 28, 2019.

Director Pino thanked the Friends for donating a portable podium with its own microphone and speaker, which has already been used for different events.

**New Business**

None

**Bill List**

Andrew Gargano motioned to approve the February and March Bill Lists. Sandra Nebel seconded. All in favor, motion carried.

**Public Petitions and Requests**

None

**Closed Session**

Andrew Gargano motioned at 7:46 PM to enter Executive Session for the purpose of discussing the Library Director's performance evaluation, and a proposed Memorandum of Understanding concerning the Wallisch Homestead. Douglas Ott seconded. All in favor, motion carried.

Let the record show that Councilwoman Lichtenberg left the meeting at 7:46 PM prior to Executive Session.

Andrew Gargano motioned at 8:31 PM to end Executive Session. Douglas Ott seconded. All in favor, motion carried.

Consensus was reached that Dr. Oberer would submit a letter to the Township Council addressing the proposed Wallisch Homestead Memorandum of Understanding.

**Date of Next Meeting**

April 9, 2019

**Adjournment**

Andrew Gargano motioned to adjourn at 8:32 PM. Douglas Ott seconded. All in favor, motion carried.

Minutes prepared and respectfully submitted by:

Joanne Grady  
Supervising Librarian