

**West Milford Township Library
Board of Trustees
Regular Meeting
May 14, 2019**

May 14, 2019: The regular meeting of the West Milford Township Library Board of Trustees was called to order at 7:05 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
Andrew Gargano, Treasurer	Ricardo Pino
Sandra Nebel, Secretary	
Douglas Ott	
Mayor Michele Dale	

Absent

James Rogers, Vice President
Eugene Valenta
Gillian Hemstead
Daniel Novak, Delegate, Superintendent of Schools

Public Present

Carolyn Ott

Approval of Minutes

Dr. Oberer motioned to approve the April 9, 2019 Regular Meeting minutes. Andrew Gargano seconded. All in favor, motion carried.

Public Petitions and Requests

None

Director's Report

- Director Pino informed the Trustees of a trip and fall incident that required medical intervention that took place in the Community Center portion of the building during a Community Services and Recreation (CS&R) program. As no CS&R personnel were in the building during the incident, Library personnel responded to the initial request for assistance. Director Pino singled out Theresa McArthur for praise in responding to the issue at hand. Director Pino has communicated with John Voli of CS&R concerning the incident.
- PALS Plus has officially extended an invitation for membership to the Union City and Belleville Public Libraries. The benefits to growing membership for member libraries like WMTL is an increase in the amount of materials easily available through interlibrary loan (by approximately 150,000), and a broader, stronger voice as we advocate for services on a statewide level. In contrast, the Wayne Public Library will be closing its Preakness branch location due to circumstances beyond its control, but those materials will be absorbed and still be available.
- The PALS Plus Policy Committee is continuing to explore the feasibility of implementing payment via credit cards for library charges, though any possible implementation is likely not possible before 1-2 years.
- Director Pino touched on an article in The Record which included mentions of WMTL's Pokemon Club and how popular it has been for the Children's Room.

- Members of the West Milford Camera Club have graciously had their work displayed as the inaugural exhibit in the gallery space, starting on May 4, 2019. While Director Pino was disappointed with the level of press coverage for the exhibit, he is confident it will improve. Despite this, he already has two sets of artists interested in displaying their works, and has received reports of new visitors to the building attracted to the exhibit itself.
- Elyse Schear will, for the second year in a row, represent WMTL at the Senior Living Resource Fair scheduled for June 1, 2019. The Fair has been an excellent venue for interfacing with our Seniors and informing them of the many services available for them at WMTL.
- Director Pino reminded Trustees that WMTL will once again serve as a polling location for the primary election on June 4, 2019. The Children's Room will also host a visit from two of Westbrook School's first grade classes. Staff will be assigned for maximum coverage, with several Trustees volunteering to assist if needed.
- Director Pino, Joanne Grady, and Elyse Schear have met to brainstorm on programming to attract and increase young adult engagement with the library. This is an issue endemic to libraries in general but one that Director Pino would like to tackle. Discussion ensued, with Mayor Dale suggesting a few strategies and community partners to engage with.
- Director Pino detailed the recent hack of WMTL's website, and steps to take to mitigate any future hacking attempts.
- Director Pino has been invited to participate in the West Milford Stigma-Free Task Force. The Task Force is currently focused on organizing an event for June 22, 2019, but will continue looking at long-term goals and strategies as well.

President's Report

- Dr. Oberer expressed pride at the amount of programming at WMTL, on top of standard library functions, and thanked the Staff, Trustees, and Director Pino. Mayor Dale pointed out additional forms of promotion available to the Library through the Township that WMTL had not taken advantage of, and offered to help. Director Pino will work with Mayor Dale to increase promotion for WMTL's programs.
- Dr. Oberer attended the West Milford Camera Club's Annual Contest and Exhibition, which took place at the Library on the weekend of May 4, 2019, reporting that it was a well-attended and successful event. She complimented the photography that remained on display in the gallery space.
- Dr. Oberer, on behalf of the Trustees, has officially signed the Memorandum of Understanding concerning the Wallisch Homestead.

Committee Reports

Finance: Andrew Gargano, Chairperson, reported that the Committee met on Tuesday, May 14, 2019:

- The March 2019 allocation has been received from the Township, with April's allocation currently being processed.
- The new library cards, with the refreshed design, have arrived, and will be put into circulation shortly. Samples were displayed to the Trustees.
- Despite the Township having made regular payments, and having access to automatic electronic payments from library accounts deauthorized in December 2018, PSE&G withdrew funds from the Lakeland bank operating account for two months of natural gas service to the former library building. Director Pino has been working on having those charges fully reversed into the library's

accounts electronically, which he has been assured will be resolved shortly. Once those funds are reversed, the Lakeland Bank operating account will be closed and all library funds completely transferred to Columbia Bank.

Personnel and Policies: Sandra Nebel, in lieu of James Rogers, Chairperson, presented an updated version of the Library Director's job description. Dr. Oberer motioned to approve the Director's updated job description. Sandra Nebel seconded. All in favor, motion carried.

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

- Rockland Electric, while monitoring electrical service for 11 days, found a measurable anomaly related to amperage draw from the building, which is likely tied to the power surges the library has experienced. WMTL's electrician will interface with Rockland to formulate next steps to track down the cause.
- Director Pino is reaching out to roofers to see how to improve snow and ice removal from the roof during the winter months.
- The Committee is working with Director Pino on ideas for signage and wayfinding in the building, as well as potentially purchasing additional gallery railing for use in the Library Conference Room and the Children's Room.

Unfinished Business

- *Friends of the West Milford Township Library activities:* Sandra Nebel, in lieu of Eugene Valenta, liaison to the Friends, reported that:
 - A full financial report, showing the Friends to be in good fiscal standing, was presented at the Friends' April 10, 2019 General Membership meeting.
 - A grant application to Columbia Bank for the installation of automatic openers for interior library doors has been finalized. The application will be submitted in December 2019, in order to comply with Columbia Bank's grant application guidelines.
 - The Friends' annual book sale will take place from September 19-22 at the Wallisch Homestead.

Director Pino remarked that Mayor Dale and Marty Tappan, President of the Friends, would be meeting at the library with representatives of Columbia Bank on Friday, May 17, 2019, to receive grant funds for a new wheelchair lift for Town Hall.

New Business

Mayor Dale reported that Councilwoman Pegel has forwarded a request from Blue Star Moms to designate a parking spot at the library as a "military veterans-only" spot. Blue Star Moms will donate a sign to designate the spot. The question will be referred to WMTL's Facilities Committee for discussion and review.

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

Dr. Oberer motioned at 7:49 PM to enter Executive Session for the purpose of discussing the Library Director's contract. Andrew Gargano seconded. All in favor, motion carried.

Andrew Gargano motioned at 8:01 PM to end Executive Session. Sandra Nebel seconded. All in favor, motion carried.

Andrew Gargano motioned to approve the April 9, 2019 Executive Session minutes. Douglas Ott seconded. All in favor, motion carried.

Andrew Gargano motioned to approve a new 3-year contract for Director Pino. Mayor Dale seconded. All in favor, motion carried.

Date of Next Meeting

June 11, 2019

Adjournment

Andrew Gargano motioned to adjourn at 8:03 PM. Douglas Ott seconded. All in favor, motion carried.

Minutes prepared and respectfully submitted by:

Kathy Simmons Collins
Administrative Library Assistant