

**West Milford Township Library  
Board of Trustees  
Regular Meeting  
June 11, 2019**

**June 11, 2019:** 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:

Dr. Joan Oberer, President	Kathy Simmons Collins
James Rogers, Vice President	Ricardo Pino
Andrew Gargano, Treasurer	
Sandra Nebel, Secretary	
Douglas Ott	
Eugene Valenta	
Councilwoman Marilyn Lichtenberg, Mayor's Delegate	

**Absent**

Gillian Hemstead  
Daniel Novak, Delegate, Superintendent of Schools

**Public Present**

None

**Approval of Minutes**

Dr. Oberer motioned to approve the May 14, 2019 Regular Meeting minutes. Andrew Gargano seconded. All in favor, motion carried. James Rogers, Eugene Valenta, and Councilwoman Lichtenberg abstained as they were not present at the May 14, 2019 Regular Meeting.

James Rogers asked for an update on the progress of onboarding the Union City and Belleville libraries into PALS Plus, as was referenced in the May 14, 2019 Regular Meeting minutes. Director Pino summarized the current status and future steps for full integration.

**Public Petitions and Requests**

None

**Director's Report**

- On May 16, 2019, a visitor attending a Community Services and Recreation program in the Township meeting spaces lost control of her vehicle, jumped the curb, and smashed into the bicycle rack in front of the library. No one was injured. Required repairs are being pursued as an insurance claim against the driver's insurance. In response to a question from Andrew Gargano, Director Pino asserted that the bike rack in its present condition does not pose a hazard to the public.
- Director Pino summarized various school trips to the library, as well as the high level of staff continuing education that took place in May and June. He also praised the staff's flexibility and teamwork on June 4 in particular, when WMTL hosted 2 class visits, served as a polling location for the primary elections, and had 3 staff members at an annual conference. Dr. Oberer also singled out Theresa McArthur for her efforts in making the class visits so successful. James Rogers seconded Dr. Oberer's sentiments, and added his praise for the staff's efforts towards continuing education.

- On May 31, 2019, the PALS Plus Technical department performed an onsite audit of all library computers, software, and operating systems in preparation for the mandatory Windows 10 upgrade that must be implemented by January 2020. Since the overwhelming majority of WMTL's computers are past end-of-life dates (with three computers being decommissioned in the last few months alone), Director Pino recommends not purchasing Windows 10 and related software to install on machines which cannot fully support Windows 10. Instead, he will work with PALS to draw up a budget for purchasing new computers (which will already have necessary software on them) to replace outdated machines.
- Director Pino detailed an outreach effort in conjunction with one Westbrook class to use WMTL's hoopla service to maintain or improve their literacy skills over the summer. As a digital service, hoopla is very simple to use and eliminates many concerns patrons have expressed over borrowing materials during the summer. Should usage patterns indicate a successful integration, Director Pino will engage in any needed discussions to scale up to additional classes or beyond.
- Director Pino thanked Library Assistant Aimee Morrow for completing the Library's annual mandatory Right-To-Know survey, and making all required safety documentation available to the staff.
- Director Pino was voted onto the Executive Board of LibraryLinkNJ (LLNJ) as a petition candidate for a three-year term. LLNJ is a non-profit fully funded by the State Library that is mandated with providing statewide services to all libraries in the state. LLNJ has been in danger of dissolving for two years, and WMTL relies on the statewide interlibrary loan delivery service as LLNJ currently provides it.
- The 2019 Summer Reading Club will be finalized by week's end, along with all promotional materials for all events, programs, and giveaways.
- WMTL will have a table/booth at the West Milford Stigma-Free Task Force's Scott's Fun Run event, scheduled for June 22, 2019. Director Pino is working with the Librarians to assemble a demonstration of what resources are available at or through the Library for those who need help with mental health and/or addiction issues.

### **President's Report**

- Dr. Oberer expressed her condolences over the passing of Antoinette Battaglia, the former Township Administrator.
- The Facilities Committee recommended that a library parking spot be designated for exclusive usage by military veterans, as requested by Blue Star Moms. Consensus was reached by the full Board to approve the request.
- Dr. Oberer requested an update on the new library cards and whether patrons were trading in the former design for the new one. Director Pino reported that at first blush not many people traded in their cards for the new design, but at a certain point interest picked up and snowballed, with many patrons complimenting the new design.
- Dr. Oberer thanked Ernest Oberer for cleaning and trimming the entire foundation planting on a volunteer basis. The Facilities Committee will review how to best refresh the landscaping to further enhance the building appeal, and to make sure Mr. Oberer's efforts were not for naught.

### **Committee Reports**

*Finance:* Andrew Gargano, Chairperson, reported that the Committee met on Tuesday, June 11, 2019:

- The April 2019 allocation from the Township is on the bill list for the next Township Council meeting.

- The erroneous PSE&G charges removed from the library's Lakeland Bank operating account were reversed. Once the reversal cleared, the final Lakeland account was closed, and all library funds now reside in Columbia Bank. Director Pino will work with the library accountants to make any and all needed entries on the library's books to balance out the transfers.
- The Committee recommends adoption of Resolution 2019-12, to be approved under the New Business portion of the meeting. The resolution allows for the transfer of funds that were mistakenly deposited in the capital account instead of the operating account.
- The bill list includes a \$9,422.59 payment to Rockland Electric, which represents three months of usage that Rockland Electric neglected to bill WMTL for.
- The Finance Committee has reviewed very preliminary numbers and plans for the computer replacement plan mentioned by Director Pino in his report. Early numbers indicate a possible expenditure needed between \$19,000 and \$24,000. Director Pino remarked that he has had early discussions with the Friends of the Library to see what they could contribute for the project, that the Library has its own technology hardware budget line, and that there are cost savings in other budget areas. WMTL should be able to absorb the cost this year in between these three funding streams.
- The Committee has also discussed raising the maximum amount of downloads available through the hoopla service, since WMTL has a statistically high proportion of patrons who use the service that hit the maximum monthly limit of downloads. Since the Library budget is charged per download, the Finance Committee will explore the feasibility of an increase over the long term.

*Personnel and Policies:* James Rogers, Chairperson, reported that the Committee did not meet, but thanked Sandra Nebel for presenting, in his stead, the Committee's work and recommendations to the full Board at the May 14, 2019 Regular Meeting.

*Facilities and Maintenance:* Douglas Ott, Chairperson, reported that the Committee met on Tuesday, June 11, 2019:

- The Committee discussed the proper steps for addressing the damaged bicycle rack.
- Mr. Ott outlined the Committee's discussion concerning the long-term upkeep of the library's landscaping, as Dr. Oberer touched upon in her report. Director Pino will investigate various options available and report back to the Committee.
- Director Pino has met with some roofers to discuss options for improving the safe melting of ice and snow off of the library roof in winter. His next steps are to work with the manufacturer to see what work can be done that will not void the warranty.

### **Unfinished Business**

- *Friends of the West Milford Township Library activities:* Eugene Valenta, liaison to the Friends, reported that the Friends' Board met on May 30, 2019. Discussion topics included a possible 50/50 raffle; the annual Book Sale to be held the week of September 19, 2019 at the Wallisch Homestead; and merging the Friends and WMTL booths for the Autumn Lights Festival. Sandra Nebel added that a wine tasting fundraiser is also closer to being finalized.
- Director Pino thanked Mayor Dale for promoting library events at Township Council meetings, as she had offered to do at the May 14, 2019 Regular Meeting.

### **New Business**

- *Resolution 2019-12:* Andrew Gargano motioned to approve the transfer of \$29,473.71, mistakenly deposited into the capital account, to the operations account. Douglas Ott seconded. All in favor, motion carried.

**Bill List**

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

**Public Petitions and Requests**

Councilwoman Lichtenberg offered that, as advisor to the High School Interact Club, any requests for student volunteers that the library may need during the school year can be made through her, with at least two weeks notice. Director Pino thanked her for bringing that to his attention, and the offer.

**Closed Session**

None

Andrew Gargano motioned to approve the May 14, 2019 Executive Session minutes. Douglas Ott seconded. All in favor, motion carried. James Rogers, Eugene Valenta, and Councilwoman Lichtenberg abstained as they were not present at the May 14, 2019 Regular Meeting.

**Date of Next Meeting**

July 9, 2019

**Adjournment**

Douglas Ott motioned to adjourn at 7:55 PM. Sandra Nebel seconded. All in favor, motion carried.

Minutes prepared and respectfully submitted by:

Kathy Simmons Collins  
Administrative Library Assistant