

**West Milford Township Library
Board of Trustees
Regular Meeting
September 10, 2019**

September 10, 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	Bruce Gilliard
James Rogers, Vice President	Ricardo Pino
Sandra Nebel, Secretary	
Andrew Gargano, Treasurer	
Douglas Ott	
Eugene Valenta	
Councilwoman Marilyn Lichtenberg, Mayor's Delegate	

Let the record show that Gillian Hemstead arrived at 7:05 PM.

Absent

Daniel Novak, Delegate, Superintendent of Schools

Public Present

Jodie Comune

Approval of Minutes

Dr. Oberer motioned to approve the August 13, 2019 Regular Meeting minutes. Andrew Gargano seconded. All in favor, motion carried.

Public Petitions and Requests

Jodie Comune introduced herself to the Trustees, and expressed her interest in being informed on, and involved with, the library.

Director's Report

- The 2019 Summer Reading Club (SRC) drew to a close on Sunday, August 17, 2019. Statistics have already been submitted to the State Library, as required, and showed an increase in registrations, participation, and books read from the previous year. Director Pino once again thanked the Friends of the West Milford Township Library for their support at the end-of-program ice cream social.
- The second annual Literary Expo will take place on Saturday, October 19, 2019. The first Expo had 11 local authors and more than 50 attendees. This year's keynote speaker will be West Milford resident Paul Barnett, winner of two Hugo Awards among many other literary prizes.
- The September/October gallery exhibit has been installed by local artist Robert Innella. There will be a meet and greet with Mr. Innella on Sunday, September 15, 2019.

President's Report

- Dr. Oberer reported that she received very positive feedback from three separate people concerning the library's Summer Reading Program. She praised the Staff for their efforts, and also thanked the Friends for their continued support. Andrew Gargano added that he had

received glowing feedback about the new building from non-residents who had occasion to visit. Dr. Oberer also praised the library newsletter, Fine Print.

- Dr. Oberer asked whether the shuttle from Macopin and the High Schools directly to the library was getting usage. Director Pino and Bruce Gilliard agreed that it was still relatively early in the school year to expect usage, though both noted that there was a heavy student presence in the library earlier that day.
- Dr. Oberer requested that the installation of indoor wayfinding signage be given a higher priority by Director Pino.
- Dr. Oberer asked whether there had been any interaction with the Friends of the Wallisch Homestead since the Library signed on to the Grant Opportunities Memorandum of Understanding of February 13, 2019. Director Pino responded that meeting notices are sent to the Library, but there has been nothing beyond that.

Committee Reports

Finance: Andrew Gargano, Chairperson, reported that the Committee met on Tuesday, September 10, 2019:

- The July and August 2019 allocation from the Township is on the bill list for the September 18, 2019 Township Council meeting.
- The Committee reviewed the draft of the 2018 audit, which will be introduced under New Business.

Personnel and Policies: James Rogers, Chairperson, reported that the Committee met on Wednesday, September 4, 2019:

- Director Pino updated the Committee on the search for a new Board attorney.
- Director Pino updated the Committee on the search for a new Children's Room Library Assistant. Since the Committee meeting, he has decided to have an existing experienced Library Assistant transfer to the Children's Room, and rewrite the posting to hire a Library Assistant for the Adult Room.
- The Committee assessed Director Pino's progress towards the goals outlined in his annual performance evaluation. One of the primary parameters is outreach to the community, with various Committee members offering examples of various outreach efforts they reviewed.
- Director Pino is currently working on staff evaluations.
- The Staff Personnel Manual is being reviewed to eliminate any redundancies with the Collective Bargaining Agreement, while updating and amplifying sections and topics not covered by the CBA.
- The charge for non-West Milford residents who wish to purchase a WMTL card is being reviewed, with a recommendation from the Committee forthcoming.

Facilities and Maintenance: Douglas Ott, Chairperson, reported that the Committee met on Tuesday, September 10, 2019:

- All of the fire safety systems will have their annual inspections completed by September 20, 2019.
- The HVAC maintenance contract has been extended.
- The "Military Veterans Parking Only" sign, as provided by the Blue Star Moms, has been installed by DPW.

Strategic Plan (Ad Hoc): James Rogers, Chairperson, reported that the Committee met on Tuesday, August 20, 2019:

- The Committee is seeking the public's input for the new Strategic Plan. To that end, the October and November 2019 Regular Meetings will include on the agenda "listening sessions" for the public to address the Trustees with their thoughts and suggestions. The sessions are being promoted across multiple media.
- While previous plans focused on building a new library facility, the focus of the new plan will be on services and programming for the public.

Unfinished Business

- *Friends of the West Milford Township Library activities*: Eugene Valenta, liaison to the Friends, provided an update and timeline for the annual Book Sale. In addition, the Friends Executive Board will next meet on Thursday, September 26, 2019. Douglas Ott commented that the Friends have collected more books for this Sale than they have for any other year.

New Business

- The 2018 audit draft was introduced. All Trustees will receive an e-mailed copy by September 11, 2019 for review, with action expected to be taken on approval at the October 8, 2019 Regular Meeting.
- Due to her professional obligations and increased demand on her time, Gillian Hemstead announced her resignation from the Board of Trustees, effective immediately. Dr. Oberer praised Ms. Hemstead's efforts and contributions towards the major achievements of the Library during her tenure on the Board. Ms. Hemstead thanked the Board for the opportunity to serve and contribute towards those achievements.

Bill List

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

Public Petitions and Requests

None

Closed Session

None

Date of Next Meeting

October 8, 2019

Adjournment

James Rogers motioned to adjourn at 7:35 PM. Andrew Gargano seconded. All in favor, motion carried.

Minutes prepared and respectfully submitted by:

Bruce Gilliard
Librarian