

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

October 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 Meeting Rooms 6 and 7 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
Sandra Nebel, Secretary	
Andrew Gargano, Treasurer	
Douglas Ott	
Eugene Valenta	
Mayor Michele Dale	

Absent

Daniel Novak, Delegate, Superintendent of Schools

Public Present

Jodie Comune
Thomas Murphy
Katherine Stromberg

Approval of Minutes

Dr. Oberer motioned to approve the September 10, 2019 Regular Meeting minutes. Douglas Ott seconded. All in favor, motion carried.

Public Petitions and Requests

Dr. Oberer opened the floor to the public as part of the 2021-2025 Strategic Plan listening session. West Milford resident Thomas Murphy thanked the Board for their service, and petitioned for Mango Languages, a language-learning database previously offered by WMTL, to be reinstated. Dr. Oberer and James Rogers thanked Mr. Murphy for his suggestion, which will be considered on the Committee-level.

Director's Report

- Director Pino provided context to the Board concerning Mango Languages and the decision to discontinue its use.
- The Library's copy of the environmental impact study for the proposed Green Meadow Organic recycling center has received heavy usage on a daily basis, as might be expected from the heightened dialogue around the project.
- At the September 26, 2019 PALS Plus General Membership meeting:
 - The 2020 operating budget was introduced. There was a minimal increase from 2019, which should translate to a negligible increase in the assessment portion of WMTL's yearly dues. Once the network usage is measured for the year we will get our finalized dues amount for 2020.
 - PALS will spend an additional \$10,000 in 2020 specifically for e-books and downloadable audiobooks. As one of, if not the, leading users of electronic materials in all of PALS, this should directly impact our patron experience.

- The creation of a new profile, Temporary Resident, was approved. Current policies and profiles only allow for people who can prove permanent residency to be able to use all of the library's services. In recognition that many of our service communities have transient populations that are often the most vulnerable and in need of all of the services a public library can provide, this new profile will allow these populations to register for a card (with the threshold for establishing temporary residency left to each local library) that will have access to all services while restricting the amount of items that can be out on the card at any one time to 10 items, of which a maximum of 5 can be interlibrary loans. A full roll-out will begin in the last quarter of 2019.
 - Consensus was reached to proceed with automatic renewals for items checked out that are able to be renewed. PALS will research the best implementation procedure and hopefully also have ready by the end of 2019.
 - Union City Public Library, with 92,000 materials in their collection, went live with PALS Plus without any hitches on October 2, 2019.
- WMTL's network bandwidth more than doubled, from 100 megabits per second (mbps) download to 250 mbps. This should alleviate computer slowdowns due to internet traffic congestion and bottlenecks, especially as our technology offerings grow and become more network-intensive.
 - WMTL and the Friends of the West Milford Township Library will share a booth for next weekend's Autumn Lights Festival.
 - The weekend after that, WMTL will host its second annual Literary Expo. 11 local authors have signed up to participate. The keynote speaker, John Grant, has donated several copies of many of his books, as well as books from other authors, which will be distributed in commemorative bags to attendees for free. Director Pino also thanked the Friends for providing refreshments.
 - Director Pino also thanked the Women's Club of West Milford, who donated 10-20 children's books to WMTL earlier in the day.

President's Report

- Dr. Oberer reported that National Friends of Libraries Week is coming up at the end of the October. In light of all that the Friends of the West Milford Township Library have done for WMTL, she has asked Director Pino to work with the Township to commemorate the week. Mayor Dale agreed to work with Director Pino on a proclamation thanking the Friends.
- Director Pino will have a proposal for increased signage throughout the Library portion of the meeting.
- The insurance claim for replacing the bicycle rack has been submitted, though funds have not yet been received by the Township.
- The annual Trustee continuing education requirement has been met. Director Pino will verify and inform the Trustees if there are any hours outstanding.
- There will be an additional Strategic Plan listening session, for the public to provide comments and suggestions for the next strategic plan, at the November 12, 2019 Library Board of Trustees Regular Meeting.

Committee Reports

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

- Mr. Gargano thanked Director Pino for partnering with Columbia Bank to promote childhood literacy by reading to children at their West Milford branch location on September 28, 2019.
- Earlier in the day, the New Jersey State Library confirmed that WMTL's 2020 budget, based on equalized valuation, will be \$1,045,736, which is an increase of approximately \$38,000 from 2019.
- A 2020 budget draft will be introduced at the November Regular Meeting, for passage at the December Regular Meeting.
- The State Library has mailed out WMTL's annual Per Capita State Aid check, totaling \$11,326.
- Director Pino has received a finalized quote to replace all of the computers. With some necessary additions on the order, the total is \$25,768, which is lower than the previous quote.
- The Committee forwarded Director Pino's recommendation that the fee paid for library cards purchased by non-residents be raised from \$25 to \$125, which will be enough to cover any possible expenditures incurred by the Library per non-resident, and be higher than what a West Milford resident pays in taxes for the Library. A resolution to raise the fee will be introduced in the New Business portion of the meeting.

Personnel and Policies: James Rogers, Chairperson, reported that the Committee met on Wednesday, October 2, 2019:

- Director Pino has reached out to 6 attorneys for proposals to serve as the legal representative of record for the Library Board. He has received two proposals so far, which will be reviewed by the Committee, along with any others received, for a final decision.
- Director Pino has received 9 applications for an open Library Assistant position. The position has been posted on library job sites, as the goal is to hire someone with experience to minimize onboarding time. Director Pino is expecting to have a candidate to present to the Library Board for the November Regular Meeting.
- Director Pino is also looking to hire a student for 11 hours a week to shelve materials in the Children's Room. He has worked with Daniel Novak to write a description of the position which Mr. Novak will disseminate to the district's guidance counselors.
- The Committee will formulate a borrowing policy which will include the updated fees for paid cards for non-residents.

Facilities and Maintenance: Douglas Ott, Chairperson, reported that the Committee met on Tuesday, October 8, 2019:

- Several strategies for addressing the removal of the stones from the island in front of the library entrance were discussed. While Director Pino proposed redoing the island completely in concrete as the best long-term solution, it is too late in the year for a pour to set properly. The Committee is recommending that Director Pino be authorized to seek quotes to remove all of the stones and put down sod and grass in the island's cut outs as a temporary solution. Dr. Oberer motioned to authorize Director Pino to spend up to \$1,000 towards this project. Douglas Ott seconded. All in favor, motion carried.

Strategic Plan: James Rogers, Chairperson, reported that the Committee has begun looking at options for online surveys to the public to assist in formulating the Strategic Plan.

Unfinished Business

- *Friends of the West Milford Township Library activities:* Eugene Valenta, liaison to the Friends, reported that:
 - The Friends' Executive Board met on September 26, 2019 to discuss:
 - The annual Book Sale fundraiser netted \$4,062.06 after expenses. 181 boxes of books were also donated to Better World Books after the event. The Girl Scouts and the High School Football team were thanked for their assistance before and during the 4-day event.
 - The next major Friends fundraiser will take place on April 25, 2020, and will be a wine tasting event at the Awosting Clubhouse.
 - The Friends' gaming license will be renewed for another 2 years.
 - The Friends have agreed to donate \$25,000 to WMTL to offset the costs of purchasing the new computers for the technology upgrade. Dr. Oberer, on behalf of the entire Board, thanked the Friends effusively for their generosity.
- *2018 Audit Approval:* Dr. Oberer motioned to approve the 2018 annual financial audit as prepared by Ferraioli, Wielkocz, Cerullo & Cuva, P.A. Douglas Ott seconded. All in favor, motion carried.

New Business

- *Non-resident library card fees:* Director Pino outlined the rationale behind raising the non-resident library card fee to \$125. James Rogers added that the new fee is in line with the amount charged by many other libraries in the region, and that the original fee has not changed for well over a decade. Mr. Rogers motioned to raise the annual fee for non-resident library cards to \$125 beginning January 1, 2020. Dr. Oberer seconded. All in favor, motion carried. Mr. Rogers asked Director Pino to promote the change as appropriate so that those renewing their non-resident cards would not be caught off guard.

Bill List

Douglas Ott motioned to approve the Bill List. Eugene Valenta seconded. All in favor, motion carried.

Public Petitions and Requests

Mayor Dale asked for clarification on the maintenance agreement between the Township and WMTL for the building, in light of the condition of the walls and floors of the Township's meeting spaces and in response to public comments. The Trustees and Director Pino outlined that the initial agreement was that the Township would be responsible for maintaining the meeting rooms while working with WMTL on common areas and interests, and with WMTL's assistance as needed. Mayor Dale informed the Board of her intent to place the meeting rooms on a standard maintenance schedule that would be coordinated with WMTL, which was welcomed by the Trustees.

Closed Session

None

Date of Next Meeting

November 12, 2019

Adjournment

James Rogers motioned to adjourn at 7:58 PM. Dr. Oberer seconded. All in favor, motion carried.

Minutes prepared and respectfully submitted by:

Kathy Simmons Collins
Administrative Library Assistant