

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

December 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	Kathy Simmons Collins
James Rogers, Vice President	Ricardo Pino
Sandra Nebel, Secretary	
Andrew Gargano, Treasurer	
Douglas Ott	
Eugene Valenta	
Jodie Comune	

Absent

Daniel Novak, Delegate, Superintendent of Schools
Mayor Michele Dale

Public Present

None

Approval of Minutes

Andrew Gargano motioned to approve the November 12, 2019 Regular Meeting minutes. Sandra Nebel seconded. All in favor, motion carried.

Public Petitions and Requests

None

Director's Report

- On November 13, 2019, two of Asphawa School's first grade classes visited WMTL, with many students receiving their first library card. Director Pino thanked Theresa McArthur for all her efforts in planning school visits to WMTL.
- Director Pino is interested in experimenting with what programs will bring in the most attendance on weekend afternoons. As such, on November 6, 2019 WMTL held a weekend afternoon concert, with 35 attendees, which lends weight to music programming.
- On November 19, 2019 the majority of WMTL's Circulation staff attended the PALS Plus annual Circulation Summit. Director Pino was proud of the fact that WMTL's staff seemed much more informed of upcoming circulation policy and procedure changes.
- Director Pino represented WMTL at the November 21, 2019 PALS Plus Executive Board meeting. Relevant topics of discussion included:
 - The announcement that starting in the spring the Passaic County Department of Cultural and Historic Affairs will provide free museum passes to Passaic County museums through Passaic County libraries. Discussions are ongoing as to whether library cardholders can get additional benefits.

- The PALS Executive Director and the Directors of 6 PALS member libraries met with Senator Kristin Corrado on October 30, 2019 to ask for her support on upcoming bills to increase library funding.
- Negotiations have started on renewing the contract for digital magazines. The vendor has offered to increase holdings from the current 48 digital magazines to approximately 3,500 with little change in price. PALS is negotiating for a better search and personalization interface and tools so as to make the additional offerings viable.
- Director Pino also represented WMTL at the November 21, 2019 LibraryLinkNJ Executive Board meeting. Relevant topics of discussion included:
 - Approval of a total compensation package for an interim Executive Director, which was accepted by the top candidate.
 - Approving the move of LLNJ offices from Piscataway to Trenton at a cost savings of approximately \$36,000 a year.
 - Revamping the financial reports presented to the executive Board, based on no small part on WMTL's monthly reports.
- WMTL will include its own literature, apart from the Friends of the West Milford Township Library, in the Township's annual town wide recycling mailer. As opposed to other years, the formatting will be uniform across the board, with the Township Administrator reserving the right to edit the literature.
- Due to extreme weather, WMTL was closed on December 1 and 2, 2019. While we reopened on December 3, the building suffered several losses of power, but the generator performed as needed. Several town residents who were without power congregated at WMTL to power their devices and stay warm. Director Pino thanked the staff members, especially Kathy Simmons Collins, who were able to open up the building, despite the difficulty of several road closures in the area.

President's Report

- Dr. Oberer visited The Chelsea to follow up on the concerns expressed by Robert Nolan at the Strategic Plan listening session of the November 12, 2019 Regular Meeting. She met with the Director of Activities to discuss potential partnerships and solutions, which was warmly received. She has since turned over the information to Director Pino, who has followed up with a phone call to continue discussions. Mr. Nolan was informed, and expressed his appreciation. Douglas Ott inquired as the state of the libraries The Chelsea maintained themselves on each of their floor. Dr. Oberer responded that they still did exist, but that there were unique opportunities for WMTL to add services to the community.
- Dr. Oberer and Sandra Nebel are finalizing the arrangements for the holiday luncheon for the Staff, with Dr. Oberer praising Ms. Nebel's diligence.
- Dr. Oberer also met with Thomas Murphy, who had requested that WMTL purchase access to Mango Languages at the Strategic Plan listening session of the October 8, 2019 Regular Meeting. While WMTL could not justify the expense for the level of usage, he was presented with several options for how he could access Mango through different means. He was appreciative of the face-to-face response, and WMTL's efforts in researching alternative forms of access.
- Dr. Oberer and her husband, Ernest, donated two spruces that are currently in the lobby, and will be moved to the gallery space after the holidays. Mr. Oberer also helped select, and then installed, the two holiday wreaths for the front windows.

Committee Reports

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

- WMTL has received the September and October 2019 allocation funds from the Township. Director Pino anticipates the November 2019 allocation to be approved at the December Township Council meeting.
- The Committee reviewed the proposed 2020 draft, incorporating suggested changes from Trustees and finalized costs from vendors. Jodie Comune asked for clarification on how maintenance costs were distributed between the Township and WMTL and reflected in the proposed budget, which was explained to her.
- The new staff computers have shipped, and will be installed by PALS when they arrive. The public computers are still being imaged and formatted, and will ship out when finalized. Douglas Ott asked if there would be training for the public for how to use Windows 10, with James Rogers asking if there would be training for the Staff. Director Pino responded that for the public, once the training laptops with Windows 10 had arrived and been properly formatted, Windows 10 classes would be offered. Should any Staff members also need training, they would also receive training.

Personnel and Policies/Strategic Plan: James Rogers, Chairperson, reported that the Committee met on Wednesday, December 4, 2019, and reviewed and approved Director Pino's recommendation of a West Milford High School student to work as a Shelver in the Children's Room starting in January 2020.

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

- The septic tanks were pumped on November 27, 2019. The Committee agreed that the tanks should be pumped out on an approximate 8-month cycle to ensure optimal operation.
- A representative from the roofing manufacturer reviewed the installation of the snow guard system and concluded that the installation was done improperly. He also recommended the installation of additional guards on certain portions of the roof. Director Pino is currently seeking quotes from vendors to reinstall the snow guard system correctly, as well as adding additional guards.

Strategic Plan: James Rogers, Chairperson, reported that the Committee met on Wednesday, December 4, 2019. Prior to his report, Dr. Oberer remarked that Mr. Rogers is owed a debt of gratitude as he has already written a draft of the Strategic Plan.

- Director Pino has suggested the use of SurveyMonkey for patron feedback that will be incorporated into the Strategic Plan. He will work with Lauren Heavner to formulate a survey and publish across as many of the Library's and Friends' platforms as possible.
- Director Pino will distribute an electronic copy of the draft Strategic Plan to all Trustees. Mr. Rogers has asked that Trustees provide feedback in terms of the objectives and implementation strategies stated in the plan, add any ideas of their own. Feedback should be submitted before the January 14, 2020 Reorganization Meeting.
- Director Pino will do the same with the Staff so as to have their feedback incorporated in 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 will meet on Thursday, December 12, 2019. The main topics of discussion on the agenda include the gaming license, and the wine tasting fundraiser.

- *2020 Board Officers and Committee Membership elections:* As he had received no new nominations for Board Officers and Committee membership, James Rogers motioned to have the current Officers and Committee members continue on as the 2020 Slate, and to approve the 2020 Slate. Eugene Valenta seconded. All in favor, motion carried. The dates and time of the Personnel and Policies Committee was changed to 5 PM on the same Tuesdays as Regular Meetings.
- *Proposed 2020 Budget:* Dr. Oberer motioned to approve the proposed 2020 Operating Budget as presented. James Rogers seconded. All in favor, motion carried.

New Business

- *Resolution 2019-15 approving transfer of Operating Funds to Capital Funds:* Andrew Gargano motioned to transfer \$125,825.52 from Operating Funds to Capital Funds as per the 2018 audit. Douglas Ott seconded. All in favor, motion carried.

Bill List

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

Public Petitions and Requests

None

Closed Session

None

Date of Next Meeting

January 14, 2020

Adjournment

Andrew Gargano motioned to adjourn at 7:49 PM. Sandra Nebel seconded. All in favor, motion carried.

Minutes prepared and respectfully submitted by:

Kathy Simmons Collins
Administrative Library Assistant