

**West Milford Township Library
Board of Trustees
Regular Meeting
February 11, 2020**

February 11, 2020: The regular meeting of the West Milford Township Library Board of Trustees was called to order at 7:00 PM by James Rogers in the Library Conference Room of the West Milford Township Library and Community Center.

Open Public Meetings Law

James Rogers reviewed the announcement.

Roll Call of Members: The following Board and staff members were present:

James Rogers, Vice President

Kathy Simmons Collins

Sandra Nebel, Secretary

Ricardo Pino

Andrew Gargano, Treasurer

Jodie Comune

Councilwoman Marilyn Lichtenberg

Absent

Dr. Joan Oberer, President

Eugene Valenta

Daniel Novak, Delegate, Superintendent of Schools

Public Present

None

Approval of Minutes

Andrew Gargano motioned to approve the January 14, 2020 Regular Meeting minutes. Jodie Comune seconded. All in favor, motion carried. Sandra Nebel and Councilwoman Lichtenberg abstained as they were not present at the January 14, 2020 Regular Meeting.

Public Petitions and Requests

None

Director's Report

- PALS Plus will begin the final phase of the computer replacement project on Wednesday, February 12, 2020.
- Director Pino highlighted the success of some recent programming, including:
 - *The Music of Duke Ellington and Billy Strayhorn*, which had 49 attendees on a Sunday afternoon;
 - *Investor Protection Workshop*, a program which was rescheduled numerous times due to low registration, until we found the right date and time to accommodate 10+ attendees.
- Director Pino also highlighted increased engagement with the public through some of WMTL's electronic outreach tools, including:
 - WMTL's Facebook page has almost 1,400 followers, outstripping most of the libraries of similar size and scope in our area, and closing in on larger libraries like Clifton and Albert Wisner.
 - The monthly electronic newsletter in exactly one year has gone from 9 subscribers to 227.

- The Friends of the West Milford Township Library have voted to switch banking from Lakeland Bank to Columbia Bank. Once that process is complete, Director Pino will assist the Friends in reapplying for a grant to add automatic door openers to the inside doors for the adult and children's areas of the library.
- The Friends have filled the vacancies on their Board. One of the new Board members, William Madden, will lead a redesign of the Friends website, as well as migrating it to a WordPress site. Director Pino and Bruce Gilliard have provided input on WMTL's experience as the library website went through the same process.
- On January 22, 2020, a young patron tripped over his feet while he ran into the lobby, and was attended to by the First Aid Squad.
- Director Pino informed the Trustees of the passing of Patricia Hannon, a former WMTL Director.
- On January 30, 2020 Director Pino met with Daniel Kochakji, the new Director of the Community Services and Recreation department. The meeting was productive and positive, with several steps already taken to enhance service to the public through increased coordination between departments.

Vice President's Report

- James Rogers highlighted the increased budget line for staff training and development in the 2020 budget, as it demonstrates WMTL's commitment to its staff. Mr. Rogers asked that the staff be encouraged to take advantage of the increase.
- Mr. Rogers was encouraged by the attendance for *The Music of Duke Ellington and Billy Strayhorn*. The Friends had been looking to book Bill Ervolino for a Sunday afternoon program but had wondered if the community would attend a Sunday afternoon event at WMTL.
- Mr. Rogers commended the Staff for the increased outreach as evidenced by the amount of Facebook followers and e-newsletter subscribers.
- Mr. Rogers also offered his personal condolences at the passing of Patricia Hannon, as well as the passing of John Grant, an award-winning author and West Milford resident. A firm supporter of the library and a frequent presence in the building, Mr. Grant also served as the keynote speaker at the most recent WMTL Literary Expo.

Committee Reports

Finance: Andrew Gargano, Chairperson, reported that the Committee met on Tuesday, February 11, 2020:

- The November and December 2019 shared building costs is on the bill list for the February 19, 2020 Town Council meeting. Once received, FY 2019 will be closed out, and Director Pino will schedule the 2019 audit.
- Mr. Gargano pointed out that the bill list and financials had been updated since the Board packet was sent out the previous week.

Personnel and Policies: No report.

Facilities and Maintenance: Director Pino, in lieu of Eugene Valenta, Chairperson, reported that:

- Since the first floor restrooms have been locked after the library portion of the building closes, there have been no further incidences of misuse of the restrooms.

- 3 of the 4 phone lines into the building went down sometime in January. The lines have been repaired, with ongoing discussions with Verizon over credit for calls they claim were made on those lines.
- Director Pino has received three quotes for the roof snow guard system. He outlined the scope of the project, the three bids received, and the proper documentation still needed from each vendor before the contract could be fully awarded. Andrew Gargano motioned to approve the awarding of the contract to Stanley & Orke pending receipt of all required paperwork. Mr. Gargano also motioned that should all paperwork not be received by Stanley & Orke that the contract be awarded to Certified Construction or Pfister Maintenance, in that order, pending receipt of all required paperwork. Councilwoman Lichtenberg seconded. Sandra Gargano and Jodie Comune recused themselves from the vote. All in favor, motion carried.

Strategic Plan: James Rogers, Chairperson, reported that the Committee met on Tuesday, February 11, 2020. The Committee reviewed approximately half of the feedback from the Staff. Mr. Rogers complimented the thought and effort obvious in what was presented to the Committee, with Sandra Nebel adding her compliments to the Staff.

Unfinished Business

None

New Business

- Andrew Gargano motioned to adopt Resolution 2020-11 to enter into an updated Shared Services agreement with PALS Plus. James Rogers seconded. All in favor, motion carried.

Bill List

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

Public Petitions and Requests

None

Closed Session

Sandra Nebel motioned at 7:25 PM to enter Executive Session for the purpose of discussing the Library Director's status. Andrew Gargano seconded. All in favor, motion carried.

Andrew Gargano motioned at 7:49 PM to end Executive Session. Jodie Comune seconded. All in favor, motion carried.

Andrew Gargano motioned to authorize advertising the open position of the Library Director, pending receipt of Director Pino's letter of resignation. Jodie Comune seconded. All in favor, motion carried.

Date of Next Meeting

March 10, 2020

Adjournment

James Rogers motioned to adjourn at 7:52 PM. Andrew Gargano seconded. All in favor, motion carried.

Minutes prepared and respectfully submitted by:

Kathy Simmons Collins
Administrative Library Assistant