

**West Milford Township Library  
Board of Trustees  
Regular Meeting  
March 10, 2020**

**March 10, 2020:** The regular meeting of the West Milford Township Library Board of Trustees was called to order at 7:10 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  
Sandra Nebel, Secretary  
Andrew Gargano, Treasurer  
Jodie Comune  
Mayor Michele Dale

Kathy Simmons Collins  
Ricardo Pino

**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 February 11, 2020 Regular Meeting minutes. Mayor Michele Dale seconded. All in favor, motion carried.

**Public Petitions and Requests**

None

**Director's Report**

Reminder that Trustee's need to take their CE credits for the year.

Township is implementing a new time keep program using Pimepoint. We will be required to use it by April 1<sup>st</sup> 2020. All staff has received a handbook to register on line.

On March 10<sup>th</sup> 2020 the New Computer roll out project was finally completed. Everything has been replaced. We will be working on putting out a Public Notice for the older computers. Legwork is done for the full migration of the Pals network and can be taken over by my successor.

- On February 19<sup>th</sup> 2020 Theresa McArthur attended a MakerSpace workshop in preparation for our MakerSpace event that will take place on Saturday March 21, 2020. I suggested using the old computers as a learning prop for this program. We will open the CPU's up so that children can view the inner workings of a computer.
- On February 21<sup>st</sup> 2020. WMTL hosted and I chaired the Pals Plus Committee Meeting.
- On February 27<sup>th</sup> 2020 I represented WMTL at the PALS Plus Policy Committee Meeting. Relevant Topics of discussion included:
  - The Kearny Public Library has officially requested membership to PALS Plus

- PALS will hold a Trustee Training event on Saturday April 4, 2020
- The NJ Library Trustee Institute has also announced their Continuing Ed program for October 17, 2020
- The State Aid Report is completed and has been mailed out.

### **Vice President's Report**

- Mr. Rogers reiterated that training sessions are very important and if you can make it, it would advantages to us.
- Mr. Rogers wanted to remind you that the Wine Tasting Fundraiser will be held on Saturday, April 25<sup>th</sup> from 4-7pm. Please support the "Friends" with your attendance.
- This is Ricardo's last Trustee Meeting – it has been a pleasure working with him and he has gotten us through the building of our New Library. He will be missed.

### **Committee Reports**

*Finance:* Andrew Gargano, Chairperson, reported that the Committee met on Tuesday, March 10, 2020:

- The January and February 2020 allocation from the Township is on the bill list for the March 18, 2020 Town Council meeting.
- The 2019 Audit is scheduled for Monday March 16<sup>th</sup> 2020, so we can get an amount that we are able to transfer to the Capital Fund
- Ricardo met with the Treasurer & Administrator to discuss the Resolution designating the usage of the WMTL portion of overage funds from construction of the Library. Bond Fund the amount Township Treasurer and Interim Administrator to outline how those funds can be used, and the proper way to formalize those uses.
- Andrew Gargano mentioned that the "Friends" should try for Grants to defray the cost of the Summer Concerts.

*Personnel and Policies/Strategic Plan:* James Rogers, Chairperson, reported that the Committee met on Tuesday, March 10, 2020, and reviewed the status of the open Director position.

James Rogers reported that we had eight resume's for the position of Director. They have narrowed it down to three people for interviews starting March 30<sup>th</sup> 2020.

The Township has started working on a Personnel Manual so when they finish it, we will use it as starting point for our Library Personnel Manual, so they will be consistent.

*Facilities and Maintenance:* Andrew Gargano reported that the Committee met on Tuesday, March 10, 2020:

- It was reported that there was a broken thermostat in Room 7. We provided the information to the monitor Jackie, and they have scheduled the repair.
- Automatic Door Openers – We are hopeful that Columbia Bank will provide the "Friends" with a Grant to get those done. Ricardo will ask the three previous Venders to update their estimates since they were completed last year.

- Snow guards were discussed and we do have a Contractor that has ordered the materials, we will use the Capital Fund to pay for this expenditure.

*Strategic Plan:* James Rogers, Chairperson, reported that the Committee met on Tuesday, March 10, 2020. Trustee comments and feedback were incorporated into the draft Strategic Plan, which the Committee continued to review and refine. Staff feedback was also incorporated into the draft. We should have a final draft by the end of the summer.

### **Unfinished Business**

- *Friends of the West Milford Township Library activities:* Eugene Valenta, liaison to the Friends, reported that the Friends' Executive Board met on Thursday, December 12, 2019. The main topics of discussion were an update on the finances of the Friends, as well as continued planning for the April 2020 wine tasting and September 2020 Book Sale fundraising events.
- James Rodger read the Resolution No. 2020-10. James Roger motioned to accept the Resolution, Mayor Michele Dale second it. All in Favor.

### **New Business**

- Ricardo's Farwell Reception has been scheduled for Friday March 27<sup>th</sup> from 4-6:30pm.
- Personnel Committee and the Library, are cleaning up the common areas with wipes.
- James Rogers asked that we reach out to the Cleaning Crew make the extra effort to clean all surfaces in light of the Covid-19 virus.
- Request that we stay in touch with the Health Department.
- What programs would we cancel or will we close the library? We will follow the State Protocol, people will be happy with a plan in place.
- Make a plan of what to do with the books that are being returned to the library.
- Also make a policy for instances like this.

### **Bill List**

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

### **Public Petitions and Requests**

Mayor Dale informed the Board that a new Township Administrator/Municipal Clerk, and a new Director of the Community Services and Recreation department, would be contracted, pending Town Council approval at the January 15, 2020 Regular Meeting. Mayor Dale encouraged Director Pino to work closely with the new Director of Community Services and Recreation to best serve the community.

### **Adjournment**

James Rodger motioned to adjourn at 7:25pm. Sandy second. All in favor.

### **Closed Session**

Andrew Gargano motioned to go into closed session, Mayor Michele Dale second, all in favor.

### **Date of Next Meeting**

April 14, 2020

### **Adjournment of Closed Session**

Andrew Gargano motioned to adjourn at 8:01 PM. James Rogers seconded. All in favor, motion carried.

Minutes prepared and respectfully submitted by:

Kathy Simmons Collins  
Administrative Library Assistant