

**West Milford Township Library  
Board of Trustees  
Regular Meeting  
April 14, 2020**

**April 14, 2020:** The regular meeting of the West Milford Township Library Board of Trustees was called to order at 7:02 PM by Dr. Joan Oberer via Zoom Meeting.

**Open Public Meetings Law**

Dr. Joan Oberer reviewed the announcement.

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

Dr. Joan Oberer, President  
James Rogers, Vice President  
Sandra Nebel, Secretary Joined @ 7:07pm  
Andrew Gargano, Treasurer  
Jodie Comune

Kathy Simmons Collins  
Bruce Gillard

**Absent**

Mayor Michele Dale  
Eugene Valenta  
Daniel Novak, Delegate, Superintendent of Schools

**Public Present**

Howard Seufert  
Geoffrey Syme  
Elyse Schear  
Joanne Grady

**Approval of Minutes**

Andrew Gargano motioned to approve the March 10, 2020 Regular Meeting minutes. James Rogers seconded. All in favor, motion carried. Dr. Joan Oberer abstained.

**Public Petitions and Requests**

Dr. Joan Oberer revealed that Howard Seufert is interested in joining the Library Board of Trustees. Hopefully the Mayor will be able to appoint him at the Township meeting on April 22, 2020. We look forward to welcoming you to the board at that time. Geoffrey Syme is also interested in being a Trustee and has filled out the form and hopefully will also be approved on April 22, 2020 meeting.

**Director's Report**

- Bruce Gillard gave an update of what is happening during the Closure of the Library. We conducted a major weed of the collection and began an inventory. Theresa McArthur conducted story times via Facebook live.
- Ricardo's last day was March 27, 2020. We went over a great deal of things before he left. I am continuing to empty the book drop, answer the phone and emails and making sure the building is in good order. Joanne Grady has been coming in on Tuesday's and Thursday's and Kathy Simmons Collins was kind enough to come in and prepare the checks for this meeting.
- While at home, staff are posting on social media and attending webinars, including those provided by the Morris County Joint Insurance Fund.

- The new payroll system, Primepoint, went live for the pay period ending on the 28<sup>th</sup>. Kathy Simmons Collins, Joanne Grady and I have all had training on the new system.

### **President's Report**

- Dr. Joan Oberer thanked James Rogers for doing a marvelous job as president while she was away. She also thanked Bruce Gillard for taking on the task of interim director as well as Kathy Simmons Collins for preparing the Accounts Payables for the meeting and Joanne Grady for stopping in the library.
- Dr. Joan Oberer stopped in on Ricardo's last day to toast him and the great job he did, he will be missed.
- Dr. Joan Oberer mentioned that she looks forward to Howard Seufert joining the Board of Trustees. She also asked that all Trustees complete the Financial Disclosure if you haven't already done so.

### **Committee Reports**

*Finance:* Andrew Gargano, Chairperson, reported that there was no meeting

*Personnel and Policies/Strategic Plan:* James Rogers, Chairperson, reported that there was not a meeting but they do have 11 applications for the Library Director Position. Three are invited in for interviews to start on May 11, 2020.

*Facilities and Maintenance:* Bruce Gillard reported that the snow clips have been installed. The invoice and Purchase Order is at the Township to be paid. Andrew Gargano requests that we have a full accounting of the Capital Funds with the expenditures be prepared for all Board meetings.

*Strategic Plan:* James Rogers, Chairperson, reported that they did not meet.

### **Unfinished Business – None**

### **New Business - None**

### **Bill List**

Dr. Joan Oberer motioned to approve the Bill List. Andrew Gargano seconded. All in favor, motion carried.

### **Public Petitions and Requests – None**

### **Adjournment**

James Rogers motioned to adjourn at 7:23pm. Dr. Joan Oberer second. All in favor.

### **Date of Next Meeting**

May 12, 2020

Minutes prepared and respectfully submitted by:

Kathy Simmons Collins- Administrative Library Assistant Administrative Library Assistant