

**West Milford Township Library
Board of Trustees
Regular Meeting
May 12, 2020**

May 12, 2020: The regular meeting of the West Milford Township Library Board of Trustees was called to order at 7:01 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
Andrew Gargano, Treasurer
Jodie Comune
Howard Seufert
Geoffrey Syme

Kathy Simmons Collins arrived 7:23
Bruce Gillard

Absent

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

Public Present

Margie Sweet arrived 7:15

Two New Trustee members sworn in, Howard Seufert & Geoffrey Syme.

Approval of Minutes

Dr. Joan Oberer motioned to approve the April 14, 2020 Regular Meeting minutes. James Rogers seconded. All in favor, motion carried.

Public Petitions and Requests

Director's Report

- Full time staff is reporting into the building on a limited schedule.
- Fifteen adults attended out first online adult program via Zoom. In addition, an online booksharing program and two online Chapters book discussion meetings are scheduled for May.
- Weeding and inventory continues in the Adult collection.
- I attended check - in meetings with Pals Plus directors to discuss how people are handling the current situation. Pals Plus is determining how to handle holds transit items when operations begin to start up again.
- Temporary Library cards continue to be issued.
- Staff continues to respond to patron phone calls and emails.
- The Staff continues to explore platforms for programming.

President's Report

- Dr. Joan Oberer reported on the committee structure. Jim Rogers will chair the Personnel committee, which includes Sandy Nebel & Jody Comune. Andy Gargano will chair the Finance committee, which includes James Rogers & Howard Seufert. Eugene Valenta will chair the Facilities committee and includes Jeffery Syme & Andrew Gargano. Dr. Joan Oberer asks that Eugene Valenta have a meeting prior to the opening of the Library to discuss what has to be prepared before the reopening of the library. What do we have to make the staff and the public feel safe when we do open?
- The Staff is in the Library on a staggered schedule having no more than 3 employees at a time. Elyse Schear set up a new You Tube channel and created training videos. She has checked into screen recordings and video editing software to use. She also is in charge of our Facebook Page, which has been updated.

Committee Reports

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

- Kathy Simmons Collins emailed me this information: Last month we received our Jan & Feb 2020 Allocation check in the amount of \$23,684.83. (This also included shared costs for 1/15/20-2/11/20.)
- I want to note that we are now receiving our share of the dividend check (4%) for Health Benefits. This amounts to \$564.70 per month.
- This month we received our shared costs for 2/12-3/10/20 in the amount of \$1637.85.
- Kathy Simmons Collins also started a spreadsheet for the Capital Fund held by the township. Let the record note that the township took the entire amount of the invoice for the snow clips out of the capital fund. They still owe their 27.5% of the invoice.

Personnel and Policies/Strategic Plan: James Rogers, Chairperson, reported that yesterday we interviewed three candidates for the Director Position. Another interview is scheduled for one candidate for Wednesday, May 20th. We are hopeful that she will be our choice. We will invite her in to meet the Trustees on the June 9th meeting before we commit.

Facilities and Maintenance: Eugene Valenta is not here but Joan discussed the needs previously.

Strategic Plan: James Rogers, Chairperson, reported that the Strategic Plan is completed and I will have it ready to present to all of you to review.

Unfinished Business – None

New Business - None

Bill List

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

Adjournment

Andrew Gargano motioned to adjourn at 7:35pm. Dr. Joan Oberer second. All in favor.

Date of Next Meeting

June 9, 2020

Minutes prepared and respectfully submitted by: Kathy Simmons Collins- Administrative Library Assistant