

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

August 11, 2020: 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 Meeting Room 6 & 7 in the West Milford Township Library.

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

Andrew Gargano, Treasurer

Sandra Nebel, Secretary

Eugene Valenta

Howard Seufert

Geoffrey Syme

Jody Commune, Delegate, Superintendent of Schools

Brianne Colombo, Director

Kathy Simmons Collins, Admin. Assistant

Mayor Michele Dale - Absent

Public Present

None

Approval of Minutes

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

Director's Report

Current Services

- Since July 6, 2020, we are operating under our limited capacity and services plan.
- We closed the Library on Tuesday, August 4 at noon due to Tropical storm Isaias. At 2pm, we lost our power. Generator was running but phones and internet were down and we had intermittent access to water. We closed the building on Wednesday August 5th and the electric came back on at approximately 5:30pm. We reopened the building on Thursday, August 6, 2020.

Circulation and Collection

- Our circulation in July was excellent given the circumstances, with 5,019 items borrowed. Our electronic circulation to date is at 9,288 which is 80% of the total annual electronic circulation from 2019.
- Inventories are complete, though we are still inventorying items as they are returned. Weeding is almost complete, with adult non-fiction being the final project.

Facilities

- Automatic Doors: Electrician finished the electrical work, but we are still waiting for the install of the touchless hardware for the project, which is back ordered. Estimated install date is late August.
- Self-Checkout: Will discuss in new business.

Program Highlights (Virtual)

- Adults: Adult staff hosted a total of 8 programs in July with 45 people in attendance, including a crafting with Elaine. Participants picked up the supplies at the Library prior to program.
- Teens: We are investigating different ways we can interest teens virtually. We are publicizing our 6-week Reader's Theater Workshop and continuing to bridge partnerships with the school system.
- Children: Hosted 13 programs in July with a total of 460 participants.

Public Outreach

- Website: We are updating our website to make it more user friendly.
- We are featured on the front page on the West Milford Messenger on July 16th.
- We are sending updates of our services and programs to local channel 77 to market our library services.

Summer Reading

- We are hosting an all ages incentive-based virtual summer reading program, Imagine Your Story, July 5 - August 15 through the digital platform, RedSquared. As of August 7, we have 70 participants registered.

President's Report

Dr. Joan Oberer asked Brianne to explain the Civil Service Process for the position of Library Director. Brianne has started the process of being the appointing authority for the library. She filed and is waiting to hear back about the next steps for posting the position correctly.

We need to review a resolution from 2005 regarding salary ranges.

Dr. Joan Oberer asked about seating in the library, and asked to put a few chairs in the large print area.

Are we still waiting for more hand sanitizers? Brianne stated that we already have 6 mounted throughout the library and are waiting on 2 freestanding hands free sanitizers that should be in by the end of the month.

Committee Reports

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

- Thank you Kathy Simmons Collins for getting Verizon on automatic payment.
- We should be receiving two - three months of allocation at tomorrow's township meeting.
- Our Bond Payment will be taken out of the Excess Capital money held by the township going forward, until monies have expired. Use of Excess Capital money for bond payments has been confirmed by West Milford Township CFO, Ellen Mageean, as per August 13 memo (attached).

Personnel and Policies: James Rogers, Chairperson, reported that the Committee met on Tuesday, August 11, 2020:

- Reviewed three Policies: 1. Epidemic/Pandemic Policy, 2. Programming Policy 3. Communication & Social Media Policy. We have done a little tweaking on the policies, and will have them for review at our next board meeting.

Facilities and Maintenance: Eugene Valenta, Chairperson, reported that the Committee met on Tuesday, August 11, 2020:

- In regards to the automatic doors, we are waiting for the parts from the vendor.
- Thanks to Brianne for securing (2) self-check-out machines at \$8,000 each which will be covered under the CARES Act.
- Backup generator has been refueled and is ready for our next outage.
- Andrew Gargano asked when we will be replacing the sidewalk and the median in the front of the building. He is concerned about safety issues and trip hazards. Brianne Colombo will get estimates for the repair and reach out to Community Services.

Strategic Plan: James Rogers, Chairperson, reported that the Committee met on Tuesday, August 11, 2020:

- Thanks to Jody Commune, Sandra Nebel, Dr. Joan Oberer and Brianne Colombo for all their contributions to the plan. It gives us good direction with eight goals and over fifty objectives. This will cover 2021-2025 with good guidance for the future of the library for its patrons, staff and this Board. The committee is ready to make a motion to adopt the plan.

Sandra Nebel motioned to accept the Strategic Plan, Dr. Joan Oberer seconded. All in favor, motion carried.

Dr. Joan Oberer thanked James Rogers for leading this project. James Rogers requested to have it posted on the website. Brianne Colombo agreed and stated that it would be posted.

Unfinished Business

1. *2019 Audit*: Dr. Joan Oberer motioned to approve the 2019 audit, Geoffrey Syme seconded. All in favor, motion carried.
2. *Hotspots*: Brianne reported that the hotspots have been delivered but they have to be set up and configured. Brianne is working on an agreement for use, which will be provided to the board for review at the September meeting. The hotspot program will go into effect shortly after the September meeting.

New Business

Resolutions:

1. *2020-15*: Authorizing the public auction of obsolete library equipment. Dr. Joan Oberer motioned to approve the resolution, Andrew Gargano seconded. All in favor, motion carried.
2. *2020-16*: Transfer of Excess 2019 funds from Bequest & Donation account to the Capital Fund as per the 2019 audit, Dr. Joan Oberer motioned to approve the resolution, Geoffrey Syme seconded. All in favor, motion carried.
3. *2020-17*: Closing Bequest & Donation account and transferring the balance to the Capital Fund Dr. Joan Oberer motioned to approve the resolution, Sandra Nebel Sandy seconded. All in favor, motion carried.
4. *Self-Checkout Stations*: Brianne Colombo stated that she secured money through the CARES Act for the acquisition of two self-checkout kiosks for the library. The machines are Envisionware, which is a system we use already through PALS Plus, so configuration will be straightforward. The machines are touchscreen, but can be used as "touchless," with a timeout option. Other libraries have styluses available instead of constantly wiping down the machine. The library would also need a service contract on these machines, which is \$666 per machine that starts in the second year. This amount will not increase.

James Rogers voiced that he feels there is no need for our library to be acquiring self-checkout machines. He loves the welcoming atmosphere that the Circulation staff provide to our patrons and how they help to direct patrons. He feels that these machines will diminish the welcoming atmosphere of our library, but does understand that it will be at no cost to us, and will be paid for through the CARES Act. He sees no essential value for it, and stated that the staff have been handling the patrons safely thus far and it isn't needed for our size library. The only reason he would vote for it, is for the privacy factor.

Joan Oberer asked Brianne if acquiring these machines were meant in any way to replace a library staff member's role. Brianne stated that the self-checkout machines will only be an added service, and would never take away the role or need of a staff member.

Andrew Gargano motioned for the acquisition of two self-checkout machines through money provided by the CARES Act, Joan Oberer seconded. All in favor, motion carried.

Brianne Colombo will reach out to Envisionware in regards to negotiating the yearly service contract amount.

5. *Acknowledging Donors of the New Library*: Dr. Joan Oberer brought up the plaques that should have been put up to represent the Donors of the library after fundraising for the new building. She has reached out to get some pricing on this and found out they need exactly how many people there are. Joan has a list of donors but it has to be checked and double-checked, then we will check on the cost. She explained that it is cost prohibitive, but she feels this is necessary.

Brianne Colombo brought up the idea of commissioning a local artist to paint books and shelves around the doorway/other area of the library with the donor's name on the book spines as another option.

Eugene Valenta brought up a wood & metal tree and the leaves have the donor's name and how it was not cost effective when he looked into it at a nearby library.

Dr. Joan Oberer asked for volunteers to form a committee to get this project done.

6. *Sunday Hours*: Dr. Joan Oberer inquired as to why we are not open on Sunday yet. Brianne Colombo stated that the usage is not there yet on the weekend (Saturdays have been very quiet), so we have held off on opening on Sunday for now. Brianne explained that we are open at full hours aside from Sunday hours, which is more than many she is aware of in other New Jersey public libraries. She expressed that we are still working through a pandemic, and the staff are going above and beyond their normal job roles to keep the library clean after each library visit.

James Rogers asked what the issue is in regards to opening on Sunday. Is it a staff issue? Or a budget or pandemic issue? He would like to see the library open 7 days a week as soon as we possible. Dr. Joan Oberer agreed. Dr. Joan Oberer brought up the fact that some libraries were open during the whole pandemic. Brianne stated that it was against the Attorney General's Executive Order. Andrew Gargano stated that the majority of libraries were not open and many are still not open. Many others are still only open doing curbside pick-up. Andrew Gargano stated that we are open six days a week for our full hours, and that we should ease into Sundays; we are open plenty of hours during the six days.

Brianne Colombo stated that we have been extremely accommodating to patrons during our opening hours, and are working with patrons on a case by case basis for any specific needs. She explained that the staff are cleaning all surfaces after a patron has used an area in the library to keep everyone safe. Dr. Joan Oberer asked if we are ever at our full capacity (for 25%). Brianne stated that we are rarely at capacity with the exception of the children's room, which has a capacity of eight. Brianne continued to explain that the staff wipe down the elevator, doors, tables, chairs, and anything else that might have been touched by patrons after each visit. Many extra steps are being taken to keep everyone safe. Discussions as to our 25% capacity were clarified: capacity is 8 for the children's room and 20 for the main floor.

Andrew Gargano motioned to table Sunday hours until next month and Howard Seufert seconded it. Motion was dismissed and another motion was made.

Dr. Joan Oberer motioned to open the weekend after Labor Day (September 13, 2020), James Rogers seconded it. Motion moved, Andrew Gargano, Howard Seufert, and Geoffrey Syme (3) opposed.

Action on Bills

Dr. Joan Oberer motioned to pay the bills. Jody Commune seconded it. All in favor, motion carried.

Executive Session Minutes of July 14, 2020

Sandra Nebel handed out the closed session minutes of July 14, 2020. Andy motioned to approve the closed session minutes of July 14, 2020, Jody Commune seconded it. All in favor, motion carried.

Andrew Gargano motioned to amend the minutes to correctly state that an email was undeliverable. Dr. Joan Oberer seconded it. All in favor, motion carried.

Adjournment

Andrew Gargano motioned to adjourn at 8:49 PM. Dr. Joan Oberer seconded it. All in favor, motion carried.

Date of Next Meeting

September 8, 2020

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