

**West Milford Township Library  
Board of Trustees Regular Meeting  
October 12, 2021**

**October 12, 2021:** The regular meeting of the West Milford Township Library Board of Trustees was called to order at 7:03 PM by Dr. Joan Oberer in the Library Conference Room of the West Milford Township Library and Community Center.

**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  
Linda Connolly  
Mayor Michele Dale (via telephone)  
Jodie Comune, Delegate, Superintendent of Schools

Timothy Domick  
Kathy Simmons Collins

**Absent**

Geoffrey Syme, Treasurer

**Public Present**

None

**Approval of Minutes**

Dr. Joan Oberer motioned to approve the regular minutes of September 14, 2021. Mr. James Rogers seconded. All in favor, motion carried.

Dr. Joan Oberer motioned to approve the Executive session minutes of September 14, 2021. Linda Connolly seconded. All in favor, motion carried.

**President's Report:**

I have been busy with contract negotiations and our next negotiation is scheduled for the end of the month. I have spent a lot of time and conversation with Timothy Domick in regards to the library operations.

**Director's Report**

- NJ State Library announced "Ready for Anything" mini grant opportunities. We have applied for a computer lab on the go.
- I was contacted by the Gifted and Talented teacher at Paradise Knolls School, to conduct two lessons on information literacy and library resources that are available to her students.
- I met with Dave Costa at the Sparta Library to discuss his Cricut lending program, technology classes and programing.
- The PalsPlus Strategic Planning Committee met virtually and discussed the results from the consultant's report. The recommendation is to hire a strategic planner to work with Pals Plus.
- The State Library announced suspension of training-based minimum standards for the current round of state aid applications.

- I attended the Trustees Check-in Meeting that reviewed the process for returning unused funds to the municipality.
- I am currently working on the Budget for next year and will have a draft for next month's meeting.

#### *Facilities*

- The vandalism has subsided since we have required a key for the restroom.
- Patron Mobility – I have been working closely with a patron to make access to the library easier for them by adjusting the timing on the doors to the maximum that is available.

#### *Personnel*

- Our new staff members have been adjusting and working well with the rest of the team.
- Sara Cassaro conducted a technology skills assessment of the staff. We will be reviewing the results with the staff and soliciting input on areas of training needed.

#### *Public Outreach*

- The Chess Grotto debut had a small turnout but enthusiasm was high amongst attendees.
- Our Yoga instruction is now hybrid, offering in-person and simultaneously via Zoom.
- The Composting program was well received. Gardening – related programming seems to be well attended. Additional gardening programs are being investigated.
- Librarians Sara Cassaro and Elyse Schear have been tweaking procedures to easily and efficiently generate and distribute promotional materials for programs, services and events.
- New Artist, Theodore Carrozza's exhibit for October/November is on display. January 2022 the West Milford Camera Club will be on exhibit.

## **Committee Reports**

**Finance:** Dr. Joan Oberer reported that the committee met earlier this evening.

- We received our August / September allocation check from the Township.
- We also received our State Aid check in the amount of \$14,186.
- The Budget was discussed and revisions will be made.

**Personnel & Policy:** James Rogers, Chairperson, reported that the committee met earlier this evening.

- Recommendation for the hiring of Vanessa Susen as a Library Assistant.
- Timothy Domick will work on the Policy of the use of the Quiet Study Rooms. The change is due to the modification in reservations being made on line.

**Facilities:** Dr. Joan Oberer Chairperson, reported that the committee met earlier this evening.

- We have a generous offer from the Township to join them in a joint venture for snow plowing. The price is very reasonable; we just have concerns about the timing of the service and the use of Calcium Chloride.
- Lawn maintenance will be looked into as a shared service.
- HVAC has an issue in the Children's Room, which we have just received an estimate to repair.

**Friends of the Library:** Sandy Nebel, Liaison.

- The Annual Book Sale was very successful with proceeds of \$4,400. Positive feedback was received on the set up of different sections.
- In December we will be looking for new memberships using a list of people that have recently moved to the area.

## **Unfinished Business**

- Snowplowing – Thank you to the Township for their generous offer.

- Donor Acknowledgements – Dr. Oberer has a model of the plaque and will have it available at the next meeting.
- Signage

#### **New Business**

- James Rogers Motion to appoint Vanessa Susen as part-time library assistant for 26 hours per week @ \$12 per hour. Jody Comune seconded it, all in favor.
- Dr. Oberer asked for clarification on how Civil Service works in the Library compared with the township.

#### **Action on Bills**

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

**Executive Session:** (Personnel) Timothy Domick was able to apply for permanent position through Civil Service as the Library Director. The Board has until October 26, 2021 to appoint him, or not. It is up to each individual Board member to decide. Does the Board feel that they have had enough time to decide to make a decision? James Rogers mentioned that we are missing a Trustee; we might want to wait until next week. Consensus of the Board, is that the appointment, or not, will be made at a Special Board meeting, to be held on October 21, 2021.

#### **Public Petition**

No public present.

#### **Adjournment**

James Rogers motioned to adjourn at 7:55 PM. Sandra Nebel seconded. All in favor, motion carried.

**Date of Next Meeting:** November 9, 2021

Minutes prepared and respectfully submitted by:  
Kathy Simmons Collins