

**West Milford Township Library
Board of Trustees Regular Meeting
November 09, 2021**

November 09, 2021: The regular meeting of the West Milford Township Library Board of Trustees was called to order at 7:02 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	Timothy Domick
James Rogers, Vice President	Kathy Simmons Collins
Sandra Nebel, Secretary	
Linda Connolly	
Jodie Comune, Delegate, Superintendent of Schools	

Absent

Geoffrey Syme, Treasurer
Mayor Michele Dale

Public Present

None

Approval of Minutes

Mr. James Rogers motioned to approve the regular minutes of October 12, 2021. Dr. Joan Oberer seconded. All in favor, motion carried.

Dr. Joan Oberer motioned to approve October 21, 2021 special meeting minutes. Jody Comune seconded. All in favor, motion carried.

President's Report:

- I would like to thank all the Trustees for their time and commitment to the Library. I have participated in the contract negotiations and our counsel has been busy cleaning up the contract.
- The facilities committee has participated in a tour of the library in regards to the furniture placement and signage.
- I had the opportunity to visit the Sussex County Library and was very delighted to see all the fall decorations set up. I hope that we too can decorate the library for the seasons. There were also two displays setup. One was a display of toy dolls and the other a display of a dinosaur collection; which was interactive and engaging. It really looked very welcoming.
- I reviewed the budget and we will discuss it later in committee.
- Thank you for providing the statistical data in our packets. I would like to review what programs we did in January of 2021.
- Reviewed the website, look forward to making it new and improved. I also found another spelling error, which was promptly corrected.

Director's Report

- We are a polling site for the election and I am happy to report that I successfully reprogrammed the doors to open early and reflect the hours the polls are open rather than call for service to

make this change. We were able to sign up many patrons for a library card during this time. I will make a note to promote registration for library cards during this time in the future.

- NJ State Library announced that we have been funded the full amount of \$5000 for the “Ready for Anything” mini grant opportunity.
- A sincere thank you to the Friends of the Library for the donation of the New York Times subscription and the updated hardware, which consists of two laptops and an iPad. This hardware will be pivotal in the expansion of our virtual programming and increased development of our social media channels.
- I attended the PALSPlus membership meeting this month. Both the new funding formula proposal and the operating budget passed. With that change, we are looking at an approximate increase of 14% over last year.
- I have registered for webinar training on the “Benchmark” system created by the Public Library Association. This is a tool for data-driven planning and advocacy in public libraries.
- We are in the process of implementing text message notifications from Workflows to our patrons, specifically for hold notifications.

Facilities

- The Facilities committee toured the library on October 29 and a variety of items were noted and addressed (see full Director’s report in Board packet).
- 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 automatic doors.

Personnel

- Vanessa Susen, our newest library assistant, started this past Wednesday and is picking up the training quickly and confidently.
- Sara Cassaro has been asked to join the PALSPlus Information Management committee, which will be in charge of the redesign of the PALSPlus website.
- We have created a website for staff to use for submitting potential programming ideas. I would encourage all of you to bookmark the URL and submit ideas as well.

Public Outreach and Programming

- The November “Make and Take” craft was sold out in two days! It seems very popular and we are looking to increase the quantity available.
- The new Tech Drop-In with Sara has been slow to start, but we will continue to promote.
- The Children’s Room has started to add STEAM lab programs for kids, where they do hands-on activities. In addition, the computers are back in service to the delight of the kids!
- We are in discussion with the Friends for a possible Sunday event to be held quarterly.

Committee Reports

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

- We reviewed the revised 2022 budget and are confident that we can vote on it next month.

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

- We have received the state personnel manual and next month we will continue required revision work.
- Timothy Domick revised the policy on the use of the quiet study rooms and the library conference room.
- We discussed programming and how we can increase it and we would like to provide the money to support this. Timothy Domick will provide us data for Sept-Nov event programs and people involved.
- Inquired on the update for Sara Cassaro’s CSC status.
- The committee would like Timothy Domick to start the staff evaluation process.

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

- We discussed the website. I was directed to the calendar and pages of the calendar were blank.
- HVAC has an issue in the Children's Room and the repair has started but we are still waiting for parts.
- Enunciator was functioning intermittently again and City Fire was contacted. Replacement parts ordered, installation would occur when parts arrive.
- Ladder was removed from the stairway.
- Excess wiring by the outside, side door has been addressed.
- Girl Scout cabinet cannot be put in the Township portion of the building. We are going to research another area within the library to accommodate.
- The request that the chairs and carpeting be put back in the upstairs gallery area has been completed.
- The table for the Chess Grotto will remain in place.

Friends of the Library: Sandy Nebel, Liaison.

- Donated laptops and iPad have arrived.
- The book houses have been sponsored and we will have four of them installed around the area.
- The general meeting will be here from 7-8pm next Thursday. We will be provide them with refreshments.
- Cricut – Ann will be in touch with the staff to share what she knows about it.

Unfinished Business

- Snowplowing –A resolution from the Township for shared services has been passed.
- Donor Acknowledgements – Dr. Oberer has a paper model of the plaque for review. All names are all on one plate.
- Signage – Timothy Domick, please move forward with some samples.
- Seasonal Items.

New Business

- James Rogers motioned to submit and accept the NJ Libraries Ready for Anything grant. Dr. Oberer seconded. All in favor, motion carried.
- Election of 2022 Officers discussion- any Trustee can nominate any Trustee for any position so please send submission and nominations by next month.
- 2022 Holiday Observances – Jody Comune motioned to approve the Holiday and Observance Schedule, Sandy Nebel seconded it. All in favor, motion carried.
- 2022 Board Meeting Calendar- Joan Oberer motioned to approve the Board of Trustees meeting calendar, Jody Comune seconded it. All in favor, motion carried.
- 2022 Draft Budget

Action on Bills

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

Public Petition

No public present.

Adjournment

Dr. Joan Oberer motioned to adjourn at 8:21 PM. Sandra Nebel seconded. All in favor, motion carried.

Date of Next Meeting: December 14, 2021

Minutes prepared and respectfully submitted by:
Kathy Simmons Collins