

West Milford Township Library
Board of Trustees Regular Meeting

December 14, 2021

December 14, 2021: 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 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

Sara Cassaro

Geoffrey Syme, Treasurer

Sandra Nebel, Secretary

Linda Connolly

Absent

Jodie Comune, Delegate, Superintendent of Schools

Mayor Michele Dale

Public Present

None

Approval of Minutes

Dr. Oberer motioned to approve the regular minutes of November 9, 2021. Ms. Nebel seconded. All in favor, motion carried. Mr. Syme abstained.

President's Report:

Happy holidays and thanks to Trustees for a great year.

Thanks to Ms. Cassaro for adding names and phone numbers of staff members to the website.

Dr. Oberer questioned the calendar. Ms. Cassaro explained the glitches of the website.

In the special edition of December Fine Print, November meeting was listed.

Dr. Oberer has reached out to Linda to say the Board approved the plaques. When they are ordered there will be a 50% deposit placed. The plaque would include Board and Council members who were

present during the building of the new building. Dr. Oberer asked for consensus to move forward, this was granted.

Dr. Oberer attended the Trustee workshop. The main topic was library fines and going fine free. It is not as much of an issue in West Mifflord. Automatic renewal excludes this need. The idea behind going fine free is that it's discriminatory against those who are of lower income.

Dr. Oberer, Ms. Nebel and Mr. Syme have gone through several contract negotiations meetings, this will be discussed in Executive Session.

Director's Report

- We have received the funds for the Ready for Anything Grant. The laptops have arrived and we are working on ordering thanks to the help PALS Plus. We have started ordering the necessary materials and development of the instructional component is on schedule. Ms. Cassaro has reached out to experts in disaster planning.
- The topic of the PALSPlus meeting this month was intellectual freedom/censorship issues that are currently being dealt with in Wayne. The consortia is brainstorming proactive methods for dealing with challenge issues should any members be subjected to similar situations. I recommend that WMTL establish not only a Book Challenge Policy, but also a formal Collection Development Policy, neither of which is currently in place.
- We took Dr. Oberer's comments to heart and we have decorated the Library for both fall and the holiday season, thanks to Library Associate Anne Rolling for her help.
- The Township stated that they do not have the resources in-house for painting the front and rear stairwells, and that it would require an outside vendor with cost being split per our respective percentages. We are in the process of getting quotes.
- Our second annual wreath decorating contest has been a resounding success again this year. I send my sincerest thank you to ShopRite for their generous donation of 5- wreaths. Voting will commence via our Facebook page starting December 16 and continuing until December 22. Check Facebook on Thursday, Dec. 23, to see who won.
- Unfortunately, due to an outbreak of COVID in the school building I was unable to teach in person at Paradise Knolls, but Mrs. Cheshire and I made an adjustment and I was able to teach remotely using Google Meet. The lesson was the same for both groups, an overview of what digital resources are available for research from the library and a focus on the careers database using Ferguson's through Facts on File, which was the topic of their current research project. All in all the lessons went well, and Mrs. Chesire was pleased with the information presented. Mr. Domick offers credit to the teachers who have teaching remotely during the pandemic.

Committee Reports

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

- We reviewed the revised 2022 budget, included in our packet. We find it to be acceptable. We can present it for adoption, it was included in the packet. Mr. Syme asked if there were any questions or concerns. Dr. Oberer said it was generally similar to the previous year. Mr Syme commented that more of the budget was set for programming, as we want to expand there.

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

- We reviewed three policies that have been revised over the last month: Use of Study Rooms, Policy of Public Addressing the Board, and Use of Conference Room. The Conference Room policy was revised most extensively. Committee feels this should have significant limitations for use by the public. Members of public education and the Friends of the Library of the WMTL would have access to this room. All others would not have access to the conference room, unless

approved by the Director. Board members will receive a copy of that policy for next month. All current policies were in the Board packet.

- Mr. Domick suggested that work begin on a collection development policy and a materials challenge policy. The staff will work on that and will have a proposal on both for next month. The Board will review the first drafts, give input, and hope to adopt policies in February 2022 as time permits.

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

- We discussed the proposed Cabinet of Collections, which would be a rotating display of what residents or Township groups could show their collections, such as the West Milford Museum, Scouts, or individual residents. Committee thought it was a great idea. Dr. Oberer recalls the school was involved in filling this display case previously.
- The Committee spoke about using the backyard lawn space for a floating patio. The problem is the lawn is muddy and has runoff water from the baseball fields. It cannot be done because of the State wetlands back there. Mr. Syme thought we had the town engineer and Town planner may be available without a fee who know Highlands and Wetlands and what can be done there. Mr. Rogers brought up the Environmental Boardwalk, built on wetlands. It was permitted because it is raised and doesn't have a negative environmental impact, and was constructed to offer a viewing of the terrain. Perhaps the planner or engineer could speak to that. The NJ Environmental Council Highlands Commission did not respond to our request. Ms. Connolly asked about going through the Planning board to get to the Township planner, but Mr. Syme said this would come with a cost. However, if we go to the Planner outside of the Board, there may not be a cost. Mr. Syme suggested calling the Township planner.
- The Committee discussed The Fix-It list for the flush valve, children's door/crash bar, having a lightbulb replaced in gallery, painting the front and back stairwell and the AC unit covers to protect from ice.
- The Committee also discussed landscaping and the bench for Dorothy Sacks. There are some plantings that have overgrown their space that are encroaching on the bench and sidewalk. The hostas can be moved, butterfly bush should be removed. We have a few months to figure that out before spring.

Friends of the Library: Sandy Nebel, Liaison.

- The Friends held a general meeting Nov. 18 with low attendance. The Friends will need to advertise sooner, but those who did attend enjoyed the refreshments.
- Marty Tappan is retiring as president after 22 years. Carol Heinz was nominated for president and Pat Daley was nominated for vice president. This will be voted on at the Jan. 13 Board meeting.
- Children's Book week is May 3-9. The theme was Dreaming with Eyes Open but it was changed to the Joy of Reading. The plan is to have children in grades 3-8 to make bookmarks and write essays. They are still discussing and working through their plans. Dr. Oberer suggested sending in Friends to read to the students. Ms. Nebel said the plan was to offer prizes.
- Friends are meeting Jan. 11 if Board members can come up with any requests ahead of this meeting.

Unfinished Business

- Mr. Syme recommends adopting the 2022 budget. Geoffrey motioned to approve the budget. Mr. Rogers seconded. All in favor, motioned carried.
- Mr. Rogers announced nominations for the Board of Trustees officers for 2022. Mr. Syme nominated Dr. Oberer for president and Mr. Rogers for vice president. Both accepted. Dr. Oberer nominated to move the slate forward as is for 2022. All accepted. The Board will vote at the reorganization meeting in January.

- Dr. Oberer told Committee members to let her know if they'd like to make any changes to their Committee assignments, otherwise they will move forward as is.
- Dr. Oberer says there is consensus to move forward to get plaques. The approximate cost is \$500. The fourth might go over with the Board and Council but will be around that cost. Dr. Oberer will get invoice from Linda and will give it to Ms. Nebel for the Friends.
- Mr. Domick met with a rep from a signage company who will give him a quote for what they've mapped out for signage. The signage will not be foam core, and will be of better quality. Dr. Oberer shared that her concept is to hang from the ceiling, so when you walk in the front door you can find your way.

New Business

- Ms. Nebel discussed that Queen of Peace and three other churches previously had a bin in the Library foyer for a collection for the four church food pantries before the pandemic. Ms. Nebel asked if we can put out a collection for food items after the holidays. The Library will resume this practice then.
- Ms. Villecca is officially retiring at the end of year. Ms. Nebel asked if the Board could purchase flowers to send her ahead of the holidays. The Board will check to make sure she is home during the time of delivery. All agreed to move forward.
- Study Room, Conference Room, and collection development policies will be discussed next month.
- Mr. Rogers brought up that Don Weiss, resident of West Milford and executive of the NY/NJ trails conference, announced there will be a regional mega-marathon in West Milford, Ringwood, and surrounding areas on Saturday May 14. In addition to 26.2 marathon, the event will include a 50 and 100 mile marathon. All races will be on trails. The home site for this event will be in Jungle Habitat. Mr. Weiss has said it will bring national and international trail runners. Mr. Rogers feels this is an opportunity for people to come to our Township to participate and witness, which will be good for businesses as well as the Library. Mr. Rogers wants Library staff to brainstorm how we can participate in some way, by helping to promote/advertise/take advantage. Bring people into the Library during that weekend. Mr. Syme suggested a program on Couch to 5K book. How to get started. Speakers on May 14, etc. Author of 13 Great Trails. Since Weiss is a local resident, Mr. Rogers agreed to reach out to him to do a presentation ahead of the event.

Dr. Oberer motioned to go into executive session to discuss the status of negotiations with CWA at 8:16pm.

Action on Bills

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

Public Petition

No public present.

Executive Session

Dr. Oberer motioned to enter executive session to discuss contract negotiations, Geoffrey Syme seconded. All in favor, motion carried. Executive session started at 8:16

8:51 Dr. Oberer motioned to exit executive session, Geoffrey Syme Seconded. All in favor, motion carried

Adjournment

Dr. Joan Oberer motioned to adjourn at. 8:51 Geoffrey Syme seconded. All in favor, motion carried.

Date of Next Meeting: January 11, 2022

Minutes prepared and respectfully submitted by:

Sara Cassaro