

**West Milford Township Library
Board of Trustees Regular Meeting
February 9, 2021**

February 9, 2021: The regular meeting of the West Milford Township Library Board of Trustees was called to order at 7:07 PM by Dr. Joan Oberer via Zoom/in person.

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 – Via Zoom

James Rogers, Vice President – Via Zoom

Geoffrey Syme, Treasurer

Sandra Nebel, Secretary

Jodie Comune, Delegate, Superintendent of Schools – Via Zoom

Mayor Michele Dale – Via Zoom

Timothy Domick

Kathy Simmons Collins

Public Present

None

Approval of Minutes

Dr. Joan Oberer motioned to approve the minutes of September 8, 2020, provided the Sunday hour discussion be deleted but leave in Andrew Gargano's motion regarding Sunday hours. Mayor Michele Dale seconded it. All in favor, motion carried.

Geoffrey Syme motioned to approve the minutes of October 8, 2020 as presented. Dr. Joan Oberer seconded it. All in favor, motion carried.

Dr. Joan Oberer motioned to approve the minutes January 12, 2021 meeting as amended. Mayor Michele Dale seconded it. All in favor, motion carried.

Public Petitions and Request - None

Director's Report

Current Operations /Services

- Executive Order #219 allowing our capacity to be at 35%. This gives us a capacity of 30 patrons on the first floor and 12 in the children's room.
- Next Pals Plus Director meeting will be discussing work from home/contracts/ etc.
- A library director posted this piece of wisdom in the NJ Library group on FB: We all need to look at 2020 as our new starting point for the annual report. Don't compare to 2019 because you just can't. Everything goes up from here.
- Beginning Monday, February 15, 2021, items checked out that are eligible to be renewed will be renewed automatically for the full loan period.

Items will NOT be renewed if

1. The maximum number of renewals has been met
2. The item has a hold
3. The patron's account is blocked

Finance

I introduced myself to the Township CFO, we will be meeting next week in order for her to give me an overview of the relationship with the library.

Facilities

- Plow services from our snow event on February 1-2 were exceptional. When the building reopened on Wednesday, February 3rd, our parking lot was clear from curb to curb. Kudos.
- Heat was inoperative on the morning of February 3rd. Emcor was contacted and partial service was restored. Our tech returned on February 4th, troubleshooting summary below.
 - 1) The HVAC technician was able to get 9 out of 10 of the thermostat units back on line.
 - 2) The thermostat that is still malfunctioning is in room 5. Fortunately, there are two other thermostats in that room that are in working order, keeping the temperature constant.
 - 3) The technician will contact the manufacturer about the faulty unit because part of the malfunction is that it is not powered properly. He will get back to us on his findings.
 - 4) Our master preset schedule has the thermostats set at 69 degrees at 9am and 65 at 6pm, with a manual override.

Personnel

- Union Contract expired December 31, 2020. Contract negotiations forthcoming.

Program Highlights (Virtual)

To Come

Public Outreach

- Elyse Schear is participating in the Pals Plus Shared Programs Committee. See details below:

Current programs for teens in Grades 9-12

Talent catch: a WMTL quarterly ezine (electronic magazine) to showcase the writing and artistic talents of local high school aged teens. First issue will publish in late February 2021.

Citizen Science Projects: a series of monthly virtual opportunities for high school students, co-hosted with the high school science department. Students go outside to gather data or conduct online research and complete reports and take surveys. Some projects are conducted in conjunction with scientific organizations so that students are contributing, in real time, to valuable scientific research.

Work Readiness Soft Skills: a monthly virtual workshop for high school special education students. Every month we meet online to reinforce interpersonal skills.

Earth Week 2021: collaborating on creating virtual fun and educational environmental programs and activities to celebrate this national event.

Now Read This: The first WMTL virtual book discussion group for teens in Grades 9-12.

Resolutions:

For designating signatures on library accounts. Dr. Joan Oberer motioned to approve resolution No. 2021-4. Sandra Nebel seconded it. All in favor, motion carried.

For the designation of a depository. Dr. Joan Oberer motioned to approve resolution No. 2021-5. Sandra Nebel seconded it. All in favor, motion carried.

Public Relations & Requests - None

President's Report

I would just like to welcome our new director, Timothy Domick. Welcome!

Committee Reports

Finance: Geoffrey Syme, Chairperson, reported committee met earlier this evening via zoom. There was a discussion on snow plowing. A discussion ensued. The mayor mentioned that the township is available to help with the snow plowing services to make it more cost effective. Banking designation of signatures/depository were discussed (Resolution No. 2021-4 & 2021 -5).

Personnel & Policy: James Rogers, Chairperson, met earlier this evening via zoom. All information requested of the trustees has been given to CWA local 1031, in regards to the union contract. Once we hear from them, we will set up a meeting.

Facilities: Geoffrey Syme, Chairperson, reported committee met earlier this evening via zoom. The faulty thermostat was discussed and Emcor will be back in to remediate the issue. Discussed that City Fire found a ball valve that is leaking and we had them order the custom part and they will call when it comes in.

Jodie Comune mentioned that the Story Walk has some sign leakage and will follow up on how the recreation department can remediate that.

Dr. Joan Oberer asked, that moving forward, are we interested in having a Zoom meeting rather than in-person Board of Trustee Meetings.

Geoffrey Syme motioned to have the Board of Trustee meetings via Zoom through the December 2021 meeting. Dr. Joan Oberer seconded it. All in favor, motion carried.

Unfinished Business

- Approval of minutes (September 8, 2020 and October 13, 2020.)
- Overhead/Wall Signage
- Donor Acknowledgements

New Business

Action on Bills

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

Mayor Michele Dale motioned that the OPRA statement at the bottom of the minutes will be removed with the exception of September 8, 2020 minutes. Dr. Joan Oberer seconded it. All in favor, motion carried.

Mayor Michele Dale motioned to return to summarizing the meeting minutes. Dr. Joan Oberer seconded it. All in favor, motion carried.

Adjournment

Geoffrey Syme motioned to adjourn at 8:10 PM. Dr. Joan Oberer seconded it. All in favor, motion carried.

Date of Next Meeting

March 9, 2021

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