

**West Milford Township Library
Board of Trustees Regular Meeting
June 8, 2021**

June 8, 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	Timothy Domick
Geoffrey Syme, Treasurer	
Sandra Nebel, Secretary	
Jodie Comune, Delegate, Superintendent of Schools	
Linda Connolly	

Absent

Mayor Michele Dale

Public Present

None

Approval of Minutes

Mr. James Rogers motioned to approve the minutes of April 13, 2021. Sandra Nebel seconded. All in favor, motion carried.

Dr. Oberer motioned to approve the minutes of May 11, 2021. Jodie Comune seconded. All in favor, motion carried.

President's Report:

Dr. Oberer personally welcomed Linda Connolly to the Board and asked her to introduce herself to the rest of the Board.

Dr. Oberer stated it was nice to see people back in the Library, it is good to be back.

Dr. Oberer requested other Board members review the new furniture layout implemented by Mr. Domick for discussion next month. Mr. Domick was asked to gather feedback from the library staff to share with the Board.

Director's Report

- As of May 28th the Governor lifted social distancing and mandatory mask mandates for all vaccinated individuals. This is a follow up to the Governor's order on May 19th, lifting building capacity limits. The Library is now fully open all operating hours with full services available. This includes removed time limits and reservations being accepted for the quiet study rooms.

- Director met with the Community Services and Recreation Department to discuss resuming programming on the second floor. Also discussed was the story walk, books for next year have arrived, and have been given to the Recreation Department for seasonal updating.
- Librarian Elyse Schear announced her impending retirement next year. Her last day of work will be May 31, 2022.
- Attended state library trustee's check in meeting. Emphasis on coordinating reopening with the local health department. A number of libraries were reported to have been reconfiguring their interior layouts to create more space for patrons to distance.
- Panic buttons ordered. Awaiting parts and installation date from vendor. False alarm procedures to be developed with input from the police department.
- Cody Mow Mow completed the spring mulching of the grounds.
- Strategic Plan Updates on provision of Notary services, and circulation of non-traditional materials.

Committee Reports

Finance: Geoffrey Syme, Chairperson, reported that the committee met earlier this evening.

- Accounting Firm representative still has not provided Pay-to-Play documentation required to name them as our accounting firm of record. Mr. Domick was asked to inquire with other libraries for a different firm to use.
- Discussed the IMLS grant RFP that was received. The turnaround time for preparing a grant submission was too short as there were a number of preliminary steps required, (e.g.: DUNS number, SAM.gov account, and grants.gov account). Mr. Domick is currently working through the process to acquire all the required accounts. Additional discussion to create a framework and outline of potential grant ideas that would be easily adapted for future grant opportunities will be pursued.
- Ms. Collins is still working in a limited capacity due to family leave, we wish her and her husband well.

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

- Received recommendations on candidates from the Director, for the full time position of Librarian 3, and part-time children's assistant, that you will be asked to vote for appointment this evening.
- Unfortunately the candidate for the part-time reference librarian position removed themselves from consideration. The part time reference position will be reposted.
- A brief introduction and review of qualifications of the two candidates was presented by the director.

Facilities: Geoffrey Syme, Chairperson, reported that the committee met earlier this evening.

- Discussion on Cricut machine request from the Friends. The proposal needs additional work and details that include clearer programs, implementation and outcomes the technology would support and enhance.
- Programming and operation of the automatic front doors has been completed.
- We are on the township list for tree replacement from the Pipeline grant. There is no date as to when the replacement will happen.

Friends of the Library : Sandy Nebel, Liaison

- Annual book sale dates are September 23, 24 and 25 and book collection information is forthcoming.
- Summer concerts have been reduced to four this year, from six. The first is July 12, promotional materials are being distributed through library website, and social media.
- Plans for a big push for the upcoming year membership drive, December 31-January 31 is the window.

- Bonnie Seffert is coordinating a schedule with other members to staff a welcome table in the lobby.

Unfinished Business

- Overhead/Wall Signage – tabled for ongoing furniture discussion
- Donor Acknowledgements – Dr. Oberer will contact JHL engraving.

New Business

- James Rogers motioned to appoint Sara Cassaro as Librarian 3, at a salary of \$68,000 pro-rated to her start date of July 12, 2021. Sandy Nebel seconded. All in favor, motion carried.
- Dr. Oberer made a motion to appoint Henna Shah as part-time (20 hours per week) circulation clerk, at an hourly rate of \$12/hour. Jodie Comune seconded. All in favor, motion carried.
- Dr. Oberer motioned to accept, with regret and best wishes for the future, the retirement of Elyse Schear. Geoff Syme seconded. All in favor, motion carried.

Action on Bills

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

Adjournment

James Rogers motioned to adjourn at 8:25 PM. Dr. Oberer seconded. All in favor, motion carried.

Date of Next Meeting: July 13, 2021

Minutes prepared and respectfully submitted by:
Timothy Domick, Library Director