

**West Milford Township Library
Board of Trustees Regular Meeting
July 13, 2021**

July 13, 2021: The regular meeting of the West Milford Township Library Board of Trustees was called to order at 7:09 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
Geoffrey Syme, Treasurer
Sandra Nebel, Secretary
Linda Connolly
Mayor Michele Dale (via phone)

Timothy Domick
Kathy Simmons Collins

Absent

Jodie Comune, Delegate, Superintendent of Schools

Public Present

None

Approval of Minutes

Mr. James Rogers motioned to approve the minutes of June 8, 2021. Dr. Joan Oberer seconded. All in favor, motion carried.

President's Report:

Dr. Joan Oberer personally welcomed Sara Cassaro to the West Milford Township Library. On behalf of the entire Board, we hope you enjoy your position and wish you much success.

There is some sad news. Ruth Adams, former school librarian at Macopin & Marshall Hill Schools, has passed away. She was a huge supporter and user of libraries. She was a pleasure to work with. I'd like to publicly thank the family which has suggested that donations in Ruth's honor be made to our library.

Director's Report

- The State Library is continuing funding for Brainfuse through June 30, 2022.
- Librarian Elyse Schear has streamlined the workflow process for library publicity distributing the information to the community in a variety of avenues in a timely fashion.
- Programing has expanded to include additional in-person options, please see calendar of events.
- The Recreation Department has installed the new summer StoryWalk and we have provided the next four seasons of books to them.
- Panic buttons have been installed.

- Highlights from various meetings:
 1. LLNJ passed their budget and elected executive officers. Funding for the consortia book delivery service will continue.
 2. PalsPlus is in the process of scheduling a PALS library tour for the new state librarian. The requested \$7 million in state funding was only approved at the \$1 million level.
 3. Friends of Library highlights include the continued support from the Friends for summer reading and summer concerts. There was also a discussion of concerts in the fall, possibly on Sundays.

Committee Reports

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

- The annual audit is completed and we are awaiting the final report.
- The union contract is in review, no negotiations have taken place.
- Preparation work continues for grant proposal readiness, by gathering the necessary components (DUNS number, SAMS account etc.) in order to be prepared for future opportunities.

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

- There was a Brief update on contracts negotiations.
- There has been no movement on the candidate for the part-time reference librarian position. The part time reference position will be reposted.
- Maria Villecca has submitted her notice of retirement for January 1, 2022.

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

- We have a homeless couple that has been living on the library property and staying in the library for an extended period. The couple were directed to social services for additional assistance.
- Annual required update of the material safety data sheets (MSDS) has been completed.
- There has been an issue with the restrooms are being misused. Preventative measures may need to be implemented, if misuse continues.
- All windows in the building have been cleaned.
- Damaged stairwell doors will be repaired.

Friends of the Library : Sandy Nebel, Liaison had a June 14th meeting.

- The Kootz concert had been canceled, due to rain. It has been rescheduled for September 13, 2021. Columbia Bank has sponsored the concert and will get recognition before the concert.
- Friends welcome table will be set up in the lobby highlighting to patrons who the Friends are and what the Friends provide.
- The Cricut machine is on hold for now. We are waiting for more comprehensive programming plans to be developed before making this investment.

Unfinished Business

- Overhead/Wall Signage – On hold until furniture placement.
- Donor Acknowledgements – Dr. Oberer was in contact with Linda from JHL engraving and there is going to be a delay in our project.

New Business

- Dr. Oberer motioned to accept, with regret and best wishes for the future, the retirement of Maria Villecca. James Rogers seconded. All in favor, motion carried.

Action on Bills

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

Resolution 2021-11 - Accounting Service contract is awarded to HBK CPAs & Consultants.

Dr. Oberer motioned to approve resolution. Geoffrey Syme seconded. All in favor, motion carried. Roll Call.

Resolution 2021-12 - Prior to the conclusion of this Regular meeting, the board shall meet in Executive Session to discuss Personnel issues.

Dr. Oberer motioned to approve resolution. Geoffrey Syme seconded, All in favor, motion carried.

Dr. Joan Oberer Motioned to go into Executive Session seconded by Geoffrey Syme at 7:36.

James Rogers Motioned to exit Executive Session seconded by Geoffrey Syme at 8:07.

Adjournment

Geoffrey Syme motioned to adjourn at 8:08 PM. Sandra Nebel seconded. All in favor, motion carried.

Date of Next Meeting: August 10, 2021

Minutes prepared and respectfully submitted by:
Kathy Simmons Collins