

**West Milford Township Library**  
**Board of Trustees Regular Meeting**  
**January 11, 2022**

**January 11, 2022:** The regular meeting of the West Milford Township Library Board of Trustees was called to order at 7:02 PM by Sara Cassaro on Zoom.

**Open Public Meetings Law**

Sara Cassaro reviewed the announcement.

**Roll Call of Members:** The following Board and staff members were present:

Dr. Joan Oberer, President	Sara Cassaro
James Rogers, Vice President	
Geoffrey Syme, Treasurer	
Sandra Nebel, Secretary	
Linda Connolly	
Jodie Comune (Superintendent rep.)	
Mayor Michele Dale (arrived late)	

**Public Present**

None

**Election of Officers**

At the December 14, 2021, the current slate of officers was nominated. Dr. Oberer motioned to elect those nominated. Geoffrey Syme seconded. All in favor, motion carried.

The 2022 officers will be as follows: Dr. Joan Oberer, President; Mr. James Rogers, Vice President; Mr. Geoffrey Syme, Treasurer; and Ms. Sandy Nebel, Secretary.

**Approval of Minutes**

Dr. Oberer motioned to approve the regular minutes of December 14, 2021. Ms. Nebel seconded. All in favor, motion carried.

**President's Report**

- Dr. Oberer attended the Trustees check-in on Dec. 16. The concept of libraries going fine free was discussed. Dr. Oberer will discuss this with Ms. Cassaro at a later date. During this check-in, it was recommended to obtain a sample director evaluation form. They also discussed patrons calling attention to matters to the Director or the Board via a CO1A form.

- Dr. Oberer discussed with Ms. Nebel the plaques. Ms. Nebel will discuss this with the Friends at their upcoming Board meeting.
- Dr. Oberer and Mr. Syme held an exit conference with Mr. Domick.
- There were several closures due to Covid cases and weather.
- Thanks to Mr. Syme for doing some landscaping on his own time, as it appears no fall cleanup/trimming was done.

### **Interim Director's Report**

- It's been quite an eventful time, as you are probably aware. We had to do some hours adjustments to the Library's schedule due to Covid exposures and positive cases and weather. Thanks to the Board and the community for your understanding and patience during this time. Obviously, this is not the way I would have wanted to start, but hopefully with some weather cooperation and Covid cooperation, it can only improve from here.
- In response to the rise in Covid cases, I have already brought up to Margie that I would like to bring back "curbside" pickup for those patrons who may not wish to enter public buildings until cases subside again. Margie told me that the last time we offered such a service, we placed items to be picked up in our vestibule so that patrons would not have to enter the Library, and it was when the building was fully closed. We discussed offering this service during certain hours, as it requires staff time and can be difficult when we have limited staff members working at one time.
- I also think it is wise for the Library to continue offering virtual programming. We do have a few in-person events planned, and will continue to offer them as some patrons may wish to come in person, but I feel it's important we continue to reach out to those who may be quarantining, isolating, or simply wish to stay home. Our "take and make" crafts have been the most successful adult programs that I've seen since I started, so our plan is to continue one craft per month, along with other programs. Our movies have not taken off yet, and I'm unsure if we should hold them in the early months of the year while Covid cases are so high. I'm happy to revisit this as things wind down.
- The Reference Department has brought up the fact that there have been several requests for books in Spanish. We are going to discuss purchasing some core titles, possibly with the help of the Friends to get us started. This fits in nicely with our Strategic Plan's second goal of expanding its collection to meet the community's needs. The librarians and I will look further into making this happen.
- Mr. Fix-It came to the Library to do a review on Monday, Jan. 3. He needs parts to fix the door in Children's, and otherwise did an overview of things that need to be done. He is working on a "shed" to go over the AC units as well as re-touching the paint in the stairwells. For the door, he is waiting on a part to fix it, which could take up to six weeks to come in, and otherwise will get back to us with quotes for the rest of the work. He will give us quotes for a touch-up of paint in the stairwells as well as a full re-paint.
- One of our Circulation computers stopped working, and staff reached out to Eli at Pals Plus to look into it. It turned out to be a quick fix once we had the guidance, and things are up and running on all Circulation computers again.
- As stated above, the Library will continue to hold some in-person programming (such as Gentle Yoga with Michelle, which has been moved to Wednesdays in 2022 as that is the night the Library could secure Rooms 6 & 7 for the program, and a Healthy Eating As You Age program provided by ShopRite), but will also continue virtual programming as thus far for adults it has been the most successful.
- We introduced a new yoga class on Facebook Live in December that patrons could watch from home. Patrons can watch it live as the class happens, and can also watch classes "on demand" after the class "airs" by visiting the Videos library on our Facebook page. Four classes garnered over 700 views. We will be holding these classes again in February.
- The Children's Room has also held a mix of in-person, virtual, and take-and-make programming. The take and make seem to be most successful, but in-person programs, such as the

engineering workshops and the drop-in coloring program, have also been successful. One of the most popular virtual programs was our Felting for Teens, which had 15 participants.

- The Friends will have their next board meeting on Jan. 13, which I will be attending. I will hopefully have more information on upcoming events with the Friends after this meeting, and we will also be discussing the purchase of a Cricut for the Library, as well as start the discussion of the kind of display case we would want as well.

## **Committee Reports**

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

- Mr. Syme recommended looking for money within the budget to purchase seasonal decorations for the Library.
- The Library recently made its required bond payment out of the excess bond account which has been zeroed out. Payments will be made using our Library capital fund going forward.

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

- Four policies have been discussed and small edits were made to each. They will be completed before being presented to the full Board, and policy drafts will be sent prior to next month's meeting.
- The Committee discussed bringing back curbside pickup, with Ms. Cassaro will discuss with the staff.
- The Committee discussed programming. Ms. Cassaro is working with the staff to expand virtual programming in addition to continuing in-person programming.

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

- The Library is having a continuing problem of ice sliding off the roof. Ms. Cassaro will contact the contractor to discuss this matter and how to resolve it.
- The Library will be sharing landscaping services with the Township. Ms. Cassaro will look into what this landscaping entails beyond mowing.
- Ms. Cassaro will reactivate the process of obtaining signage for the Library.
- Ms. Cassaro will find a permanent place for the ladder used for attic access.

**Friends of the Library:** Sandy Nebel, Liaison reported on Friends matters.

- The next Friends Board meeting will be held Thursday, Jan. 13. Ms. Cassaro will join the meeting to discuss requests.
- The Friends have purchased four book houses to be placed around town.

## **Motions**

- Mr. Rogers motioned to accept the resignation of Timothy Domick as Library Director as of Dec. 30, 2021. Dr. Oberer seconded. All in favor, motioned carried.
- Ms. Nebel motioned to appoint Sara Cassaro as Interim Director retroactive to Jan. 1, 2022 at an additional rate of \$800 per month. Dr. Oberer seconded. All in favor, motion carried.

## **Unfinished Business**

- All policy approvals will be tabled for the next month.
- Donor Acknowledgements – Ms. Nebel will discuss with the Friends at the upcoming meeting.
- Signage—Ms. Cassaro will pick up where the project was left off.

## **New Business**

### **Resolutions**

- *Entering Executive Session.* Dr. Oberer motioned to approve Resolution No. 2022-1, Ms, Nebel seconded it. All in favor, motion carried.

The Board entered Executive session at 7:32pm and resumed the regular meeting at 7:41pm.

- *Authorization of the library to maintain a petty cash fund of \$100.* Dr, Oberer motioned to approve Resolution No. 2022-2, Mr. Rogers seconded it. All in favor, motion carried.
- *Designating The Record & The Herald News as the legal newspapers for the publication of legal notices and other items for the library.* Dr. Joan Oberer motioned to approve Resolution No. 2022-3, Ms. Comune seconded it. All in favor, motion carried.

### **Action on Bills**

Mr. Syme motioned to approve the bills. Ms. Connolly seconded. All in favor, motion carried.

### **Public Petition**

No public present.

### **Adjournment**

Dr. Oberer motioned to adjourn at 7:49pm. Mr. Syme seconded. All in favor, motion carried.

**Date of Next Meeting:** Feb. 8, 2022 on Zoom.

Minutes prepared and respectfully submitted by:

Sara Cassaro