

**West Milford Township Library**  
**Board of Trustees Regular Meeting**

**February 8, 2022**

**February 8, 2022:** The regular meeting of the West Milford Township Library Board of Trustees was called to order at 7:05 PM by Dr. Joan Oberer on Zoom.

**Open Public Meetings Law**

Dr. Oberer 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.)

**Public Present**

None

**Approval of Minutes**

Dr. Oberer motioned to approve the regular minutes of January 11, 2022 with editing by Dr. Oberer. Ms. Nebel seconded. All in favor, motion carried.

**President's Report**

- One of our greatest capital donors, Doris Aaronson, has passed away. The Board held a moment of silence for her to honor her. Dr. Oberer wrote a letter to send to her family.
- Plaques are completed. Thanks to the Friends for their financial support. One more plaque needs to be done, Dr. Oberer has sent out a draft to Board members to read over.
- All Trustees are required to fulfill professional development hours. Next Trustee check-in is Feb. 10, at 7pm.

**Interim Director's Report**

- I am starting to adjust to my new role. I have reached out to much of Town Hall and some of our regular vendors so they know who to contact. I am also regularly keeping up with Tim's email so I can ensure I am not missing anything.
- The State Library is offering a free New Directors Orientation in February, and since I will be an Interim here for a bit longer and have a general interest in directorship, I signed up. It will touch on many different areas of directorship, and I think I could benefit greatly from this training.

- I had my first meeting of the PALS Plus Information Management Committee last week. I will be helping make decisions about the future design of the public-facing PALS Plus website, as well as making changes to the staff-side site. Since I'm still new to the consortium, I thought this would be a good way to contribute while getting to know my colleagues at the same time.
- Joe from Mr. Fix-All came to the Library recently and fixed the push bar in Children's. While he was here, I was able to discuss the ladder situation with him, as I could not find a place for it. He was able to share with me that the ladder was previously in the water/salt room, and he was kind enough to move it for me. It is now out of the way in a safe place. He also gave me a quotes for various items on our list. I was mistaken about the cost of the replacement urinal head, it is not as much as I thought. This part will likely cost the same no matter who we use –it may make the most sense to just go with Joe.
- I contacted Ed Steines regarding the landscaping bids. He will be meeting with bidders and doing a walk-through of what will be covered soon. He said a bid has not been awarded yet and that he's unsure at this time what the contract will entail but that he will let me know when these things are decided. I will report back once I hear something.
- Signage has been another puzzle. I was able to find a few names Tim had reached out to but for one reason or another did not follow up with. I have one estimate from Hurricane Signs and am waiting for one from Ace Reprographics. Another company I reached out to did not get back to me. I will try to find another company so I can get a third quote.
- Though I've been happy to take on Interim Director while keeping some of my Supervising Librarian duties, being down a position has been difficult when it comes to ensuring all desks are covered. For this reason, I'd like to increase the hours of the Library Associate by six per week, to cover the gaps in our schedule.
- As of Feb. 1, we have started to promote our appointment-only doorside services for those who do not wish to enter the Library building while Covid cases are still high. I worked with Margie on this to ensure it will work for our patrons and staff. I am interested to see who will be using this service and will report back.
- Our virtual programs continue to do better than our in-person programs currently. The virtual Hygge program we partnered with several other Pals Plus libraries to present garnered 23 participants from West Milford alone! We plan to continue our virtual and hybrid events in February, as well as our drop-in programming.
- I attended the Friends Board meeting last month. Their officers are changing soon and Susan, who is newly assigned on handling programming, has my contact information and will get in touch with me about plans for this year soon.
- Thanks to the Friends, who have purchased the Cricut and some supplemental materials, and have provided funds for more materials. The machine arrived at the end of January and Theresa and I have begun to explore how it works. Once the staff starts getting acclimated, we will begin to incorporate into our decorations and take-and-make craft projects. We are hoping to eventually work up to allowing patrons to use it as part of our programming, once enough of us on staff can troubleshoot.
- It was expressed to me that we did not have proper signage on our public computers to thank the Friends for this very generous and important donation. I have ordered small gold engraved plaques to put on the public computers (there are white stickers that credit the Friends with this donation, but they are east to miss). They should arrive by the end of February.
- I've looked into display cases but have not yet shared them with the team. I'd like it to match our "new building" display case. Once we find the best one for our lobby I will be in touch with the Friends for funding, and we can begin to develop a policy and plan for getting community collections in.

## Committee Reports

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

- The Committee discussed the pros and cons of fines.
- Discussed petty cash, which seems to be working well.

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

- We discussed four board policies that are carry-overs from last month: Use of study room, public participation, materials selection and materials challenge
- Discussed sample director evaluation form and the CO1A form. These will be put on the back burner for the time being. We will eventually work on this.
- Sara discussed increasing weekly hours for the Library Associate not to exceed 28 hours/week.

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

- We spoke about the roof and ice falling off it. Stanley & Orke came to look at the work they did in 2020. They said was meant to break up ice, not to keep it from falling. Offered an additional solution that is expensive. We are going to ask the Township Engineer can assist and discuss their solution.
- Issue that has been identified is the automatic doors, which work with a timer system. They unlock at 10am. Doors are locked at night. When the library is closed for a weather event, the doors still unlock and allow access into the lobby and upstairs. We are looking for a solution. We need a solution in case we don't know the night before.
- The Committee discussed the elevator, which did briefly trap people inside. They were evacuated with no issue, and Arrow came to fix that issue.

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

- Ms. Cassaro and Ms. Nebel attended. The Friends offered to pay for the plaques.
- The Friends general meeting will be held March 2 at 7pm, Marty Tappan's last meeting as president after 22 years. She will be honored and will receive a plaque to honor her for her service. Plaque would be identical to Doris Aaronson's, and will be displayed next to hers. The Board discussed purchasing a plant for her to be planted on the Library property.

### **Motions**

- Mr. Rogers motioned to approve an additional six hours of time to the position of Library Associate not to exceed 28 hours in any single week. Dr. Oberer seconded. All in favor, motion carried.
- Dr. Oberer motioned to approve Executive Session minutes. Mr. Syme seconded. All in favor, motioned

### **Unfinished Business**

- Dr. Oberer motioned to approve Use of Study Room, as amended. Mr. Syme seconded. All in favor, motion carried.
- We discussed the Conference Room, restricted to Library and Friends of the Library use, and after that up to the discretion of the director. We decided not to have a written policy for the public, it will be kept by the director.
- Dr. Oberer motioned to approve Public Participation in Board meetings. Mr. Rogers seconded. All in favor, motion carried.
- Dr. Oberer motioned to approve Materials Selection Policy and Materials Challenge Policy. Ms. Comune seconded. All in favor, motion carried.
- Signage—Still in process.
- The plaques are also still in process but coming to a close.

## **New Business**

### **Resolutions**

- Dr. Joan motioned to approve Legal. Mr. Syme seconded. All in favor, motion carried.
- *Entering Executive Session.* Dr. Oberer motioned to approve Resolution No. 2022-01, for discussion of personnel at 7:59. Mr. Syme seconded it. All in favor, motion carried.

### **Action on Bills**

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

### **Public Petition**

No public present.

### **Adjournment**

Dr. Oberer motioned to adjourn at 8:07. Mr. Syme seconded. All in favor, motion carried.

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

Minutes prepared and respectfully submitted by:

Sara Cassaro