

West Milford Township Library
Board of Trustees Regular Meeting

April 12, 2022

April 12, 2022: The regular meeting of the West Milford Township Library Board of Trustees was called to order at 6:59 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	Sara Cassaro
James Rogers, Vice President	Kathy Simmons Collins
Geoffrey Syme, Treasurer	
Sandra Nebel, Secretary	
Linda Connolly Absent	
Jodie Comune (Superintendent rep.) Absent	
Mayor Michele Dale Absent	

Public Present

None

Approval of Minutes

Mr. Rogers motioned to approve the regular minutes of March 8, 2022, provided the typo on page 4 is corrected. Mrs. Nebel seconded. All in favor, motion carried.

President's Report

- I took a tour of the library and everything looks great! A suggestion is that we have another button on our home screen, that links the Children's Story Hour.
- April 24th is the Life celebration of Doris Aaronson at the Pinecliff Lake Clubhouse from 2-4pm, please RSVP to Carla Horton if you intend on going.
- Please fill out your Financial Disclosure by April 30th 2022.
- We are going to plant and dedicate a Lilac Bush to Marty Tappan for all that she has done over the years as President of the Friends of the Library.
- A picture of the plaque for library donors was shared.
- NJLA -Trustees have been renewed for another year.

Interim Director's Report

General Operations

- The Library is definitely busier now, and it's been nice to see. It's good for me personally because it allows me to meet more of the community. I am also becoming more comfortable with members of Town Hall and some of our regular vendors.
- I attended my first general Pals Plus meeting. This meeting focused on policy changes to allow for those Pals Plus members who wish to go fine free to be able to do so. The change to allow for it passed unanimously, and libraries who wish to go fine free will be doing so one at a time, starting with North Haledon. Fine free policy is handled differently when libraries are part of a consortium. What was decided is any item in a Pals Plus fine free library will not accrue a fine on any book checked out at that location. This means that whether a North Haledon book is picked up off the shelf and checked out or a North Haledon patron receives an inter-library loan from another Pals Plus library and checks it out at that location, no fines will accrue. In the short-term, I think West Milford can continue to assess fines, but in the long-term this status may need to change. Two of the libraries closest to us, Ringwood and Wanaque, are planning to go fine free soon. If this trend continues, and we notice a change in circulation, it may become bad PR to continue assessing them. I will keep an eye on what is happening there and of course keep you updated.
- Also discussed with NJLA's new Enhanced Institutional membership, which offers different tiers of NJLA access depending on the membership chosen.
- The NJLA Conference will be held June 1-3, and I am hoping I can go for some of that time, if you feel it is a good idea. It is a good opportunity to meet with librarians around the state and get new ideas, as well as learn trends and new skills in the industry.
- I have looked on the Civil Service website, and I am officially "RAO" which stands for Regular Appointment from an Open-Competitive list. Margie Sweet's current status is "PAP," standing for Promotional Appointment from a Promotional list, and I assume we will be receiving paperwork soon to complete that process.
- On Saturday, April 2, a patron fell outside her car in the parking lot. This was observed by two witnesses who brought it to Margie Sweet's and Mary Anne Quaipe's attention. The patron came inside and requested a wellness check from the police department. Officer Fulton came to check her out, and it seemed she was okay with no obvious injuries. I am currently in the process of obtaining a copy of the report to have on record. I was informed of this by email and discussed it in person with both staff members. I'm confident that Margie and Mary Anne handled it well.

Facilities

- I am still waiting for guidance on the paint in the stairwells from the Facilities Committee.
- I have received a quote for Cody Mow Mow to handle some regular maintenance that won't appear to be covered by the Township landscaping contract. As of the last mayor and council meeting, they have still not chosen a landscaping company.
- I've made "signs" out of paper so we can get an idea of size. I agree the quoted signs are way too big, so I made two other options. Once we decide on the correct size, I will go back to Hurricane Signs to discuss.
- Theresa McArthur purchased some more holiday decorations for us—currently we have a festive Easter/spring theme. These decorations will be stored at the Library so we are always prepared for holidays. Thank you for the suggestion, it certainly does brighten the Library up. Our Circulation staff has been wonderful with getting the decorations up and down.

Personnel

- Mackenzie Conn put in her resignation from the Library. Her last day will be Wednesday, April 13. We thank her for her service and will certainly miss her! This loss will require some shifts in schedule, that I have already begun addressing.
- Other items, including replacing various positions, will be discussed at the Personnel Committee meeting the day of the Board meeting, and I'm sure more will be discussed during the Committee reports.
- Some trainings were required by the Township to be watched by the Library staff. I let the team know and many of them have completed the training.

Programming

- Programming is holding steady. (You will notice a jump in February—that is from views of our Facebook yoga). We are still offering a mix of virtual and in-person programs, with more in-person or hybrid options. In anticipation of Elyse Schear's departure, Anne Rolling has begun reaching out to vendors for upcoming programs and booking some dates in the future. All of the reference staff has been working well together to plan new programs as well as programs that we have found our patrons enjoy. I will be running our grant program—Ready for Anything: Disaster Preparedness, a two-part program held at the Highlands Family Success Center. I'm happy to be rekindling that partnership and hope this leads to more collaborations in the future.
- Programming in the Children's Room is also picking up. Theresa reports there has been an increase in in-person story time sign-ups, and a decrease in virtual sign-ups. Theresa also held a Maker's Day event which provided different crafting stations, and this had 30 participants. Theresa implemented new STEM products, snap circuits and Sphero coding bots, which were a big hit. It is nice to see bigger audiences!

Friends

- At the Friends Board meeting at the end of March, the Friends voted to give us the funding for several items we will be needing: office chairs for the administrative staff, protective mats for the chairs at the Circulation desk, a cart for our up-and-running Cricut, and the display case we will offer for our traveling collections. I am in the process of ordering these items. I will be researching and developing a policy for the collections, as we may want to set some guidelines for these collections. Thanks as always to our very generous Friends, it has been a pleasure working with and getting to know them.

Public Relations/Technology

- Anne has stepped up and asked if she could work with Elyse on learning how to update the website. This will allow for a smooth transition while we work on replacing Elyse. I also saw this as a good opportunity make some minor organizational changes to the website so it's easier for patrons to view. This has the added bonus of giving Elyse a chance to show Anne how to do more of this work.
- Elyse has typed up all the contacts she's accumulated over the years, so we will also have access to them.
- Don Weise will be presenting a trail running/hiking program at the end of this month, and he mentioned that typically someone from Channel 77 records it to show later. I reached out to the

channel and as of this writing am waiting to hear back. I know Timothy had spoken with a person from there about possible content, and I'd like to try to build on that relationship.

Committee Reports

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

- We discussed keeping our eyes open for more grant opportunities and we have a system in place so that we are ready for a grant opportunity.
- We spoke about staffing and our salary budget.
- We will be considering going fine free.

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

- Materials challenge and Selection policy. Mr. Rogers & Mr. Syme attended a webinar, "Intellectual Materials and Challenges, and what you need to know". We have adopted in February, our Material Selection Policy. Our policy addresses how to handle any challenges made. Staff should be trained on how to handle these challenges. I would like to see "Policies" easily accessible on our website. Patrons should work with the staff and/or the director to handle a challenge. If they are still not satisfied, they can complete a citizen's request for reconsideration of a material form.
- NJLA conference will take place in June, and Ms. Cassaro will be attending. Please make all the arrangements for her attendance.

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

- Discussed the paint job in the stairwells. We feel that the stairwells should be repainted for \$1800.
- We have a working solution for the automatic doors when the Library is closed due to bad weather.
- We have questions about landscaping. We are waiting to hear what is in the contract once the Township has accepted a bid. We may have to contract with Cody Mow Mow for more specialized services.
- We discussed the roof and ice issue, the ice continues to fall off in pieces, which is better than the previous solution but still not ideal. I am working with the town engineer for a solution.
- We discussed signs. I will go in to see the sample of the material. Ms. Cassaro will be showing us some mocked up sizes for the signs.
- Air filter switch in the attic, hard to re-set. We will continue to look at it.
- We discussed housing the Girl Scouts cabinet and we decided to put it in study room B temporarily.
- Our emergency generator permit is complete.

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

- We are excited to be receiving a piano from Doug Ott.
- An electric sign is needed to promote our programs for the Library.

- Membership lost 25 members but have 14 new members at a cost of \$25.
- Pat Daly is the vice president and are working on many new programs.
- Many people are enjoying the book boxes all across the township.

New Business

None

Executive Session

Dr. Oberer motioned to enter executive session, for discussion of personnel & CWA Agreement at 8:19. Mr. Rogers seconded it. All in favor, motion carried.

Dr. Oberer motioned to exit executive session at 8:33 and Mr. Rogers seconded it. All in favor, motion carried.

Resolutions

- Dr. Oberer motioned to approve Resolution No. 2022-07, discussion of personnel Mr. Syme seconded it. All in favor, motion carried.
- Dr. Oberer motioned to approve Resolution No. 2022-08, Approval of the CWA Agreement, Mr. Syme seconded it. All in favor, motion carried.

Action on Bills

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

Public Petition

No public present.

Adjournment

Dr. Oberer motioned to adjourn at 8:37pm. Jim seconded. All in favor, motion carried.

Date of Next Meeting: May 10, 2022.

Minutes prepared and respectfully submitted by:

Kathy Simmons Collins