

**West Milford Township Library**  
**Board of Trustees Regular Meeting**  
**September 13, 2022**

**September 13, 2022:** 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         | Karyn Gost            |
| James Rogers, Vice President       | Kathy Simmons Collins |
| Geoffrey Syme, Treasurer           |                       |
| Sandra Nebel, Secretary (zoom)     |                       |
| Linda Connolly                     |                       |
| Jodie Comune (Superintendent rep.) |                       |
| Mayor Michele Dale (zoom)          |                       |

**Public Present / None**

**Approval of Minutes**

Dr. Joan Oberer motioned to approve the regular minutes of August 9, 2022. Mr. Syme seconded. All in favor (Mayor Abstained).

**President's Report**

- Congratulations to Ms. Gost on your first month at the Library.
- I received a lovely thank you from Marty Tappan for her lilac bushes and dedication ceremony.
- We will be having our first Piano concert on Sunday, September the 25<sup>th</sup>.

**Director's Report**

My first month has been quite busy and exciting. I am grateful for the warm welcome received from the Library Board, library staff, Friends of the Library, and the community. Thank you.

#### General Operations:

- Luca Manna from PALSPlus visited the library on Friday, September 9 for an informal meet and greet/ New Director orientation. Luca will be providing me with a PALSPlus mentor.
- I received the PALSPlus 2022 Voting Representative and Alternate Resolution to be completed by the Library Board.
- I will be attending the PALSPlus meeting on Thursday, September 29.
- I plan to assign De-escalation Training webinar for all staff members.

#### Facilities:

- Driveway Repair/Trench Drain: Barbaris Builders will start the week of 9/11/22. The repairs will be completed in two stages in order to allow cars to drive through the area: two days for half of the drain, the area will need to settle for a few days, and then they will come back the next week to complete the other half. Barbaris will also inspect the other grate at the exit of the parking lot.
- Building structure repairs from automobile damage: Lindstrom will complete in September- will get back to me with dates.
- Cody Mow Mow Lawn Service will be here Monday 9/19 and Tuesday 9/20 for the weeding/property clean-up project.
- Handyman – Joe from Mr. Fix All came to look at the broken urinal and leaking sink in Men's Room. He rehung the large bulletin board in staff room and will come back to install address numbers on front of building. He questioned the numbers, as they non-reflective, and suggested I call the Fire Inspector. I called the Fire Inspector, Michael Moscatello, who informed me that the non-reflective numbers are fine as long as they are large enough, which they are at 5 inches.
- Our Fire Inspection Certificate expired August 31, 2022. Fire Inspector came to the library on Friday, September 9, 2022. He says everything looks good - passed inspection.
- DPW came to check on the salt in the water softener system. Apparently, the salt level has not gone down in several months. DPW reset the system and will come back to inspect them in two weeks. They also found small leaks on top of the tanks and advise to get the system serviced.
- DPW checked the water fountains. Their recommendation is to run the water for several minutes and then have our cleaning company disinfect the surfaces.
- HVAC service: Emcor completed the quarterly service.
- We received three quotes from HVAC companies for our yearly service contract.
- AG Daughtry Security Systems (fire alarms) - I changed the first-call contact to myself.
- Tech Services from the township came over to instruct me on how to use the security camera system.
- The Census Bureau requested to use the lobby for local recruiting. They have done this in the past. The scheduled date is Thursday, 9/29: 11am-4pm.

#### Programming:

- Summer Reading Club 2022 proved to be quite successful, with many compliments received from patrons.

- August was a busy month at the library. Kids and teens enjoyed a variety of special programs, including Oceans of Megalodons, Pirates Lost at Sea (science program), Summer Engineers STEAM program, Move and Groove with Miss Jolie, Stencil a Cloth Shopping Bag, Sand Art, and End of Summer Reading Ice Cream Party. August Adult Programming increased by over 50% from July and included Financial Literacy, Astronomy Observation, Woodstock: A Look Back, Monthly Movie, Coloring Crew, and Chapters Book Club.
- We are looking forward to September's line-up of fun and educational programs, including The Dogs of Chernobyl (9/8), A Bee-Utiful Day (9/24), The Legend of Sleepy Hollow (9/29), Knit and Crochet (9/12), and Gentle Yoga (9/21) for adults. For kids and teens we have SAT/ACT Success (9/29), Bats at the Library (9/14), Crazy 8's Craft Club (9/21), RUFF (Read to a Dog Program) (9/28), and Lego Club (9/26). Story Time Begins the week of 9/25. In addition, on 9/24, Theresa will go to the Family Wellness Festival @ Macopin School to do a story time and craft with younger children.
- The Friends of the West Milford Township Library will sponsor the first in a series of piano concerts on Sunday, September 25 at 1:00pm. The Bob Magnuson Trio with pianist Joe Vincent Tranchina, West Milford saxophonist Bob Magnuson, and Brian Glassman on acoustic bass will share an afternoon of American Songbook Classics in a unique jazz style.

#### Friends:

- I have been in communication with Carol Heinz, Sandy Nebel, and Bonnie Seufert of the Friends of the West Milford Township Library. Carol had scheduled a meeting with Sandy and me, but that meeting was postponed until a later date.
- Marty Tappan's Lilac Garden is doing well. Marty has visited the library to water the garden.

#### Personnel:

- Taylor Quinn resigned effective August 8, 2022.
- Donna Manno-Bednarski officially joined the staff on August 15, 2022. Donna works in the Children's Room for 28 hours a week. We welcome Donna aboard!
- I am beginning the search for a Supervising Librarian.

## Committee Reports

**Finance** – Geoffrey Syme, chairperson, reported they met this evening.

- Mr. Rogers will go to the bank with Ms. Gost to get her on the bank accounts so she can access the accounts on line.
- Mr. Rogers asked if there was any excess money in the account held by the Township for our Bond payment.

**Personnel** – Mr. Rogers, chairperson, reported they met this evening.

- We are tailoring the personal manual that the state has produced. Libraries can then take that document and tailor it to their own library needs. It is quite long and we are working through it.
- Evaluation of new employees as well as the more senior employees should be taking place.

**Facilities:** Geoffrey Syme, Chairperson, reported they met last week via zoom

- The main goal of the meeting was to get Ms. Gost up to speed on what is going on.
- We are receiving a bench donated by the Wednesday night knitting club. They collected many pounds of plastic that was used to make a bench, which they will be donating to the library.
- We agreed that we are going to try a trial of the bathrooms being unlocked.
- The water softener was not working properly. The Department of Public works came over to inspect the system and found two leaks at the top of the tanks and reset the softener system for us. They will stop by in 2 weeks to make sure they are still working properly. After that time, we will schedule an appointment with Passaic Bergen Water Softener to fix the leaks.
- The drain grate in our entrance is still an issue.
- Our HVAC contract expired at the end of August. We were provided with (3) estimates for the contract and decided to give it to BSE mechanical out of Ringwood.
- Mr. Syme would like to check out the grounds on the left side of the library to review Cody's estimates for a cleanup over there.

**Friends of the Library:** Sandy Nebel, Liaison – we be having our meeting on Friday, September 23, 2022.

- The Book Sale will be held on September 16-18<sup>th</sup> 2022. Yesterday, the football team along with volunteers, helped move all the books to Wallisch Homestead and we have started sorting through them.
- September 25<sup>th</sup> will be our first piano concert.
- Jonathan Kruk, Master Storyteller, will present “The Legend of Sleepy Hollow” Thursday, September 29, 6:30pm.
- We have reserved two tables next to each other for ALF.
- We are very excited to see all the library programs written up in an article in the local paper. Thanks to Anne Rolling for getting that done for us!

### **Action on Bills**

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

### **New Business**

- New Employee Policy – Criminal background checks
- Personnel – supervisor librarian position will be posted.
- New HVAC Contract – BSC Mechanical will be our new HVAC Servicing contract.

- Director's Oath of Office was read by Karyn Gost.
- PALS Plus 2022 Voting Representative and Alternate Resolution signed.
- November 2022 meeting Date is on election day. We would like to change it to Wednesday, November 9<sup>th</sup>.
- Should we restart the bus stopping off at the library for afterschool?

Dr. Oberer motioned that we accept the criminal background check policy and Mr. Rogers seconded it, all in favor. Motion carried.

Dr. Oberer motioned to move the November 8<sup>th</sup> meeting to Wednesday November 9<sup>th</sup> 2022. Mr. Rogers seconded it, all in favor. Motion carried.

### **Unfinished Business**

- Driveway Grate
- Building Structure Repairs – Car Accident
- Landscaping

### **Public Petition**

No public present.

### **Adjournment**

Dr. Oberer motioned to adjourn at 7:48 pm. Mr. Syme seconded. All in favor, motion carried.

**Date of Next Meeting:** October 11, 2022.

Minutes prepared and respectfully submitted by:

Kathy Simmons Collins