

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

October 11, 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	
Geoffrey Syme, Treasurer	
Sandra Nebel, Secretary	
Linda Connolly	
Jodie Comune (Superintendent rep.)	
Mayor Michele Dale	

Public Present / None

Approval of Minutes

Dr. Joan Oberer motioned to approve the regular minutes of September 13, 2022. Mr. Syme seconded. All in favor.

President's Report

I attended the first piano concert that was well attended, Sandy will discuss it later.

I attended the book sale, which was a success and the ALF festival.

Mr. Syme and Ernie Oberer will get together and go over the grounds to see what trimming needs to be done.

I have worked on the Personal Policy and we are continuing to work on it.

Director's Report

Director's Report October 11, 2022

General Operations:

- PALSPlus will no longer be offering Tech Service starting next year. We will have to find another provider for that.
- I attended the PALSPlus Directors meeting on Thursday, September 29. PALS Plus is adding a language-learning program called Pronunciator.

Facilities:

- Driveway Repair/Trench Drain: Barbaris Builders completed the repairs.
- Building structure repairs from automobile damage: Lindstrom came to repair the building on September 15, however, it was discovered that the company did not properly assess the structural damage to the interior of the building. As a result, we halted repairs and requested an additional estimate from Lindstrom. He provided this to me and I sent it to the township for submission to the insurance company with photos of the structural damage included. I also sent the estimate to the town engineer for accuracy review.
- Cody Mow Mow Lawn Service completed the weeding/property clean-up project. Cody agreed to provide leaf clean up at the end of the season.
- DPW returned to the library to check on the salt in the water softener system. The salt level is going down, so it appears that the system is working properly. DPW will come back again next month to check on the system again.
- Our cleaning company re-opened the water fountains- they ran the water for several minutes and disinfected the surfaces.
- BSE is our new HVAC contract.

Programming:

- Story time is in full swing and very popular - registration full at every event so far. In addition, the youth craft programs are doing great.
- Theresa cleaned and organized the Craft Room and we are now using the tables in there for children's craft programs.
- Adult Services are in the process of building our adult craft programs. Take home crafts go over very well with adults and we plan to include more of them in addition to in-house programs.

Friends:

- The Friends book sale was a great success. I applaud the Friends for their hard work- the space looked beautiful.
- The Friends of the Library piano concert was a big success with approximately 50 people in attendance. We have a second concert scheduled for Sunday, December 11.
- Friends of the Library Week is October 16-22, 2022. To celebrate the Friends, I plan to offer refreshments at the next Friends of the Library meeting on October 21. In addition, we will create special Facebook posts throughout the week, create a slide for our digital slide show, create a banner for the website, and submit an article to the West Milford Messenger.

Personnel:

- I have begun the search for a Supervising Librarian. So far, four people applied for the position. I will begin the interview process with two of the candidates.
- I started conducting staff meetings. It is difficult to have entire staff present due to the seven-day schedule, so I am separating into Librarians meeting and Circulation meetings. I will reassess as needed and aim to have an entire staff meeting at some point. In the meantime, I am happy to meet with groups.
- Today, October 11, I held a Librarians meeting. We discussed the interactive Strategic Plan Execution Chart 2021-2025. I asked each librarian to spend time reviewing the chart and next month we will discuss which components are completed and which components we will focus on in 2023.

Committee Reports

Finance – Mr. Rogers, chairperson, reported they met this evening.

- We discussed the Draft Budget (Handout provided). Ms Gost would like a line item for a sound box for the concerts and Museum Passes.
- We had our annual audit with no infractions. They gave us the amount to move to the Capital Account from the Operating Account.

Mr. Syme motioned to transfer the \$210,478. From Operating Account to the Capital Account. Mr. Rogers seconded. All in favor.

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

- We are still working with the state Personal Manual, to tailor it to our needs.
- You will each receive an evaluation form so that we can give Ms Gost her 90-day review. Please have it back to me after November 8, 2022, and then we will compile the information.

Facilities: Geoffrey Syme, Chairperson, reported they met Friday October 7, 2022 via zoom.

- Fall cleanup will be taken care of by Cody Mow Mow. I did notice we are losing a few more of our trees so we will have to figure out how to replace them.
- Storm Water grate in the entrance way was repaired.
- Damage from the car accident are ongoing.
- The bench donation has been ordered.
- Bathrooms are now unlocked during business hours.
- HVAC Contract is held by BSE.
- Moving (4) Lilac bushes from in front of the building to the left side of the building between the Police Dept and the Library.

Friends of the Library: Sandy Nebel, Liaison – reported they met Friday, September 23, 2022.

- The Book Sale was a tremendous success! Thank you to the “Friends” and the West Milford football team for their countless hours in sorting, setting up, working the sale, breaking it down and packing all the extra books up to ship out.
- ALF- Thanks to Carol, her husband, Penny, Anne and Karyn for working the booth.
- We are working with Ms Gost to schedule more concerts for the 2023 season.

Superintendent Representative - Jodie Comune

- I spoke with Mr. Novak, we spoke about having the bus come back to the library and we have the permission slips that are required. I will hand out the Permission Slips out for your review. He can arrange to have the Chrome books returned to the library for the students to use if needed.

Action on Bills

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

New Business

- 2023 Budget-Trustees will review.
- Window washing and gutter cleaning is scheduled for this month.
- Review the Trustee Training numbers.
- Book & Material selection Policy and Challenge procedure are in place.
- Staff will be provided with a variety of professional development webinars/trainings. This first webinar focuses on patron experience: Violence Prevention and De-escalation.

Unfinished Business

Public Petition

No public present

Adjournment

Dr. Oberer motioned to adjourn at 8:10 pm. Mr. Rogers seconded. All in favor, motion carried.

Date of Next Meeting: November 9, 2022.

Minutes prepared and respectfully submitted by: Kathy Simmons Collins