

West Milford Township Library
Board of Trustees Regular Meeting
November 9, 2022

November 9, 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	
Linda Connolly (Zoom) 7:05	
Jodie Comune (Superintendent rep.)	
Mayor Michele Dale (Absent)	

Public Present / None

Approval of Minutes

Dr. Joan Oberer motioned to approve the regular minutes of October 11, 2022. Mr. Syme seconded. All in favor. (Linda Connolly not in meeting at this time).

President's Report

Thanks to Mr Syme & Mr Oberer for spending your Saturday to help clean up the front of the Library. The bus will begin to make a busstop here for the students. Everything seems to be coming along in the Library.

Director's Report

Director's Report November 9, 2022

General Operations:

- PALS Plus: On October 14, I participated in a phone meeting with Luca and Jim from PALS Plus to discuss this issue of Computer Tech Services from PALS Plus will not offered in 2023.

Services that will still be provided are Core Services for all PCs serving the public and staff- PowerPoint slideshow, Envisionware , Kaspersky (virus protection and update Windows), Smart Shield (wipes computer clean after each session), email service, maintenance of file structure (staff sharing, admin files, etc.), network connection to PALS Plus, Envisionware and ILS system. Not included: Ex: PC fan is making noise, Ex. Microsoft office is causing problems or need Microsoft office update, Ex. Driver problems, new driver installed (possibly not included), new PCs (no set-up) but need to be in contact with new tech service.

We have options. I can ask the township if we can share their tech services or we can hire a technician. One of PALS Plus employees reached out to me to offer his services.

- I attended the PALS Plus Directors meeting on Thursday, October 27, 2022. Due to the cancelling of tech services, our 2023 bill will be approximately \$5,000.00 less than last year.
- PALS Plus change of billing structure: after an item is 30 days late, patron will be billed for item.
- We were a polling site for the election and the automatic doors worked well - no issues reported.
- On October 17, I met with the Township Administrator to submit the first draft of the 2023 Budget. All went well- I was asked to submit any major changes and the final budget.
- Regarding bussing students to the library, we are all set to start the service, however we will need to adjust the permission slip to include age requirement.
- Friends of the Library Week was October 16-22, 2022. We spent the week expressing our gratitude via a variety of platforms, including the website, slideshow, social media, and newspaper. Tomorrow we will provide a cake at the Friends of the Library meeting.

Facilities:

- On October 18, it was discovered that the hot water heater was not working properly. BSE turned the heater off in order to avoid any further problems. We ordered a new hot water heater, however, due to supply demands; it was not installed until October 28. I spoke with the building department and they will provide an inspection in the near future- not certain what date.
- On October 20, staff kitchen sink clogged- Joe from Mr. Fix All unclogged it.
- On October 24, library windows were washed and gutters cleaned.
- On October 27, it was discovered that the hand dryer in the Women's bathroom is broken. Joe from Mr. Fix All reset the breaker twice, but the dryer keeps stopping, so most likely will need to be replaced. Joe ordered a key to open it and see if something inside can be fixed rather than replaced.
- On November 3, DPW re-inspected the water softening system. It is not working properly and needs to be serviced.
- Next week Lindstrom will begin work on the building structure repairs from the car hitting the building.

Programming:

- Adult Services – Highlighted program for October was Paint a Mini Pumpkin – excellent fun program, the patrons loved creating unique works of art. Will definitely make this a yearly event.

- Youth Services- Highlighted program for October was The Farm Chicks Petting Farm, sponsored by The Friends of the Library. As always, the kids had a blast and the guardians did as well.
- Museum Passes: I reached out to PALS Plus directors to see which museums are popular with their patrons. Imagine That!! Interactive children's museum in Florham Park, NJ seems to be the winner, although it is pricey (approx. \$700), but apparently worth the cost as it is very popular with patrons. The other museums that seem fairly popular are Newark Museum, Montclair Art Friends:
- The Friends of the Library piano concert (Holiday theme) is scheduled for Sunday, December 11.

Personnel:

- In my search for a Supervising Librarian, I have two candidates that I will invite for a second interview.
- Tomorrow I have a Librarians meeting to further discuss the implementation of the interactive Strategic Plan Execution Chart 2021-2025.
- I assigned all staff to watch a webinar on De-escalation. This is my first in a series of safety webinars.

Committee Reports

Finance – Mr. Syme, 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.

Personnel – Mr. Rogers, chairperson, reported they met Thursday November 3, 2022.

- We are still working with the state Personal Manual, it is ongoing.
- Tonight we will be working on an evaluation for Ms Gost and her 90-day review.

Facilities: Geoffrey Syme, Chairperson, reported they met Wednesday November 9, 2022.

- I recommend that we replace the hand drier with paper towel dispenser.

Friends of the Library: Sandy Nebel, Liaison – reported they will met Thursday, November 10, 2022.

- I don't have too much to report because the meeting will be on Thursday, November 10, 2022.
- Carol, Ms Gost and myself met, to get to know each other.

Superintendent Representative - Jodie Comune

Mr Syme motioned to reinstate the bus stop at the library for students 12 and older. Dr Oberer seconded, All in Favor.

Action on Bills

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

Mr. Syme Motioned to accept **Resolution No. 2022-10**: The Transfer of \$210,478 from Operating Account to the Capital Account as per our 2021 Audit. Dr Oberer seconded it. Roll Call.

Dr. Joan Oberer	Yes	Sandra Nebel	Yes
James Rogers	Yes	Linda Connolly	Yes
Geoffrey Syme	Yes	Jodie Comune	Yes

New Business

- Election of 2022 Officers discussion-Personnel Committee please present a list of Officers that can then be voted on.
- 2023 Holiday Observances – Ms Gost, Provide us with a list as per the Union Contract.
- 2023 Board Meeting Calendar – Ms Gost, Provide us with a list of days.

Unfinished Business

- Building structure repairs from the car accident.

Public Petition

No public present

Resolution 2022-11 to go into executive session to discuss personnel policy.

Executive Session – Personnel

Dr. Oberer motioned to go into Executive Session at 7:51pm. Mr Rogers seconded. All in favor, motion carried.

Dr. Oberer motioned to come out of Executive Session at 8:27pm. Mr Syme seconded. All in favor, motion carried.

Adjournment

Dr. Oberer motioned to adjourn at 8:28 pm. Mr. Syme seconded. All in favor, motion carried.

Date of Next Meeting: December 13, 2022.

Minutes prepared and respectfully submitted by: Kathy Simmons Collins