

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

**December 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	
Linda Connolly	
Jodie Comune (Superintendent rep.)	
Mayor Michele Dale ( <b>Absent</b> )	

**Public Present / None**

**Approval of Minutes**

Mr Rogers motioned to approve the regular minutes of November 9, 2022. Dr. Joan Oberer seconded. All in favor.

**President's Report**

- Ms Connolly has decided to resign from the Board of Trustees as of this meeting. Thank you for serving on the library board, you will be missed.
- Website suggestions - please make the calendar more accurate so that it shows the actual time of a program rather than listing the program running all day.
- We are planning a Holiday Thank you Lunch for the staff.

## Director's Report

Director's Report December 13, 2022

### General Operations:

- The after school library bus stop service has begun. I have not noticed many students here, however as I understand it, at least 10 students have submitted their permission slips.
- Tech services: As discussed previously, PALS Plus will not be offering a portion of tech services in 2023. As a result, our tech services bill be reduced by approximately \$5,000.00. I reached out the township administrator to inquire about using their tech services personnel. Apparently, we cannot, as they are stretched thin as it is. We discussed other options, such as hiring a part-time employee to be overseen by the Head of IT from the township. Apparently this would cost us well over \$10,000 per year. In addition, I was approached by Eliezer Cardona, a PALS Plus employee, offering his services as IT support maintenance. We had a phone conversation to discuss and he sent me an IT Support Maintenance Contract for review. His services would cost approximately \$3,500 for the year.
- We are starting to build a small World Languages section. As luck would have it, we recently received a donation of approximately 20 Polish language books.
- I received an email from a concerned citizen regarding the automobile accident and building damage. Andrew Gargano was concerned that the library had submitted the damage claim to the JIF, not the insurance of the automobile driver. I assured Mr. Gargano that the library/township submitted the claim to the driver's insurance company.

### Programming:

- Our Adult Take and Make take home crafts are proving to be a big hit! For the most recent craft, DIY ornaments, one patron asked if she could take five crafts for her adult special needs students. We will be considering this group as we move forward with take home crafts.
- We are planning a financial planning program and job search series of programs for the spring.
- Museum Passes: In my research, the most popular museums that are closest to West Milford are Imagine That, Newark Museum, Montclair Art Museum, Morris Museum, and Yogi Berra Museum. I added a budget line item of \$3,000 for the 2023 Museum Pass Program.
- The Friends of the Library piano concert scheduled for Sunday, December 11 unfortunately had to be canceled due to the weather forecast. The plan is to have a Valentine concert instead.

### Personnel:

- Geoff and I interviewed two candidates for the Librarian 3 Supervising Librarian position (second interview).

- Librarians met to further discuss the implementation of the interactive Strategic Plan Execution Chart 2021-2025. So far, we seem to be on track for most items in the chart and will achieve more in 2023.

### **Library Board of Trustees Meeting Dates 2023:**

January 10  
February 14  
March 14  
April 11  
May 9  
June 13  
July 11  
August 8  
September 12  
October 10  
November 14  
December 12

### **Holidays 2023:**

New Year's Day- Sunday, January 1  
New Year's Day Observed- Monday, January 2  
Easter- Sunday, April 9  
Memorial Day- Monday, May 29  
Independence Day- Tuesday, July 4  
Labor Day- Monday, September 4  
Thanksgiving Eve- Wednesday, November 22- early closing at 2:30pm  
Thanksgiving- Thursday, November 23  
Day after Thanksgiving- Friday, November 24  
Christmas Eve- Sunday, December 24  
Christmas- Monday, December 25  
New Year's Eve- Sunday, December 31

### **Committee Reports**

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

- We discussed the 2023 Budget.
- We received a \$100 Donation that was turned over to the Friends.

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

- We talked about the criminal background check. We are actually looking into a national criminal database rather than finger printing. We have reached out to a national criminal data base company; it will carry a cost of \$50 per person, and \$39 to register. Ms Gost will look into the actual cost.
- Discussed a digital map for this building. Ms Comune will reach out to the school to see what the process is.

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

- I recommend that we replace the hand drier with paper towel dispenser.
- Talked about the digital map.
- We are happy with the snow removal.
- BSE (our HVAC Company), we had our first service.
- Passaic Bergen Water softener will be called in for a service to our system.

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

- Thank you to Ms Gost for the lovely cake for our celebration.
- There was an election of officers and Bill Madden is now a member at large.
- Finance -Gary reported that we spent more on programs and activities this year.
- Bonnie Sefert – is in charge of the book sale, which has become more than a sale. It has become an opportunity for people to come together as a community to look through books and leave technology behind for a while.
- Ann Scalla is chairperson for the membership committee.

**Superintendent Representative** - Jodie Comune

We have discussed the bus situation, 10 students have signed up.

### **Action on Bills**

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

### **Motions:**

Mr Rogers Motioned to approve the 2023 Library Board of Trustee meeting dates. Mr Syme seconded. All in favor, motion carried.

Mr Syme Motioned to approve the 2023 Budget for the Library. Dr. Oberer seconded. All in favor, motion carried.

Mr Syme Motioned to hire Eliezer Cardona to provide technical position at an annual rate of \$3500. Mr Rogers seconded. All in favor, motion carried.

Mr Rogers motioned to approve the Executive meeting minutes of 11/9/22. Mr Syme seconded. All in favor, motion carried.

### **New Business**

- Election of 2023 Officers discussed.
- 2023 Holiday Observances
- 2023 Board Meeting Calendar

### **Unfinished Business**

- Building structure repairs from the car accident.
- Union Contract – is there a printed copy?

### **Public Petition**

Josephine Larson – arrived 7:40 pm

- Discussion about the constant change of the Director.
- Questioned why there are no pictures on the walls on the first floor.

### **Executive Session – Personnel**

**2022-12** Resolution to go into executive session. Dr Oberer Motioned to go into Executive Session at 7:51pm. Mr Syme seconded. All in favor, motion carried.

Mr Rogers motioned to end Executive Session at 8:31pm. Mr Syme seconded. All in favor, motion carried.

Mr Syme Motioned to authorize the director, Ms Gost, to offer Ms McArthur the position of Supervising Librarian to commence on January 1, 2023. Dr Oberer seconded. All in favor, motion carried.

### **Adjournment**

Dr. Oberer motioned to adjourn at 8:31 pm. Mr. Syme seconded. All in favor, motion carried.

**Date of Next Meeting:** January 10, 2023.

Minutes prepared and respectfully submitted by: Kathy Simmons Collins