

West Milford Township Library
Board of Trustees Regular Meeting
January 10, 2023

January 10, 2023: The regular meeting of the West Milford Township Library Board of Trustees was called to order at 7:00 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 (Zoom)	Kathy Simmons Collins
Geoffrey Syme, Treasurer	
Sandra Nebel, Secretary	
Jodie Comune (Superintendent rep.)	
Mayor Michele Dale	

Officers Vote: Dr. Joan Oberer, President
James Rogers, Vice President
Geoffrey Syme, Treasurer
Sandra Nebel, Secretary

Mr Rogers motioned to accept the officers as presented. Mayor Michele Dale seconded it, all in favor.

-Officers read the oath

Public Present / None

Approval of Minutes

Mr Syme motioned to approve the regular minutes of December 13, 2022. Ms Comune seconded. All in favor. (Mayor Michele Dale Abstained)

President's Report

- Happy New Year and I would like to welcome Ms Gost to her new home in West Milford.
- We have a new Supervising Librarian Ms McArthur, congratulations!
- Thank you for trusting me to be the President of the Library Board of Trustees and thanks to you for volunteering your time and giving back to the community.
- We have lost Ms Connolly as a Trustee. I have reached out to another person to fill that position with possible appointment for next month.
- Problem with the website and the All-day calendar event– we might have to purchase Word Press to fix the glitch, so it will display the time.

Director's Report

Director's Report January 10, 2023

Happy New Year! I would like to express my gratitude to the Library Board, library staff, and Friends of the Library for their ongoing support and commitment to the library.

General Operations:

- After several months of delays, the building structure repair of the damage from the car accident is scheduled to begin this Thursday, January 12.
- We created a (new to the library) World Language display near the front door.
- New for 2023, PALS Plus is offering the platform Pronunciator for world language, and includes the Pronunciator language & ESL learning platform and the ProCitizen citizenship preparation platform.

Some features worth noting:

- ASL is included.
- Courses can easily be customized.
- Patrons can create a course specific to their career.
- There are modules for young learners.
- There is a course designer for teachers.

Facilities:

- Passaic Bergen Water Softening was here to repair the issue with the salt.
- BSE will be here to repair the Men's Room urinal and sink on December Thursday, January 12,
- Car accident building repair: Thursday, January 12 start date.
- BSE quarterly inspection- noted major blower issue. The part will be shipped tomorrow and should begin work within the next week or so.
- Generator- serviced on December 22. Noticed that heating block and batteries needed replacement. That work was completed on January 6.
- On Monday, January 9, I called BSE because the heat seemed to be on constantly- not shutting off. Technician arrived and was unable to do much because he needed computer

assistance from the company that makes the system. BSE came back on Tuesday, January 10 and are currently working to resolve the issue. They did notice that the thermostats were programmed to read off the return in the attic, not the thermostat boxes, so they fixed that. They are still unsure as to why the system was overheating yesterday, as today the building is much cooler.

Personnel:

- On behalf of the staff, thank you for the delicious cake provided before the holidays!
- So far we have one person interested in the Head of Children's Services Librarian position. We plan to schedule an interview for next week.
- Librarians will meet tomorrow, January 11 for our monthly meeting.

Committee Reports

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

- We spoke about purchasing guidelines and the Resolutions that will come up later in the meeting.

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

- We have a draft copy of the CWA contract.
- Children Librarian position is ongoing, one candidate has applied.
- Background checks - \$39 fee to sign up and \$16 fee each time you use it. (Active screening) Mayor Michele Dale asked why we do not use it through the township.
- Digital Mapping – Haven't heard back from the school yet. The township uses a service that we should be able to piggyback on.
- Museum Passes

Facilities: Geoffrey Syme, Chairperson, reported they met this evening.

- Ms Gost did discuss all items previously.
- Signage is still on hold.
- Artwork should be displayed on the first floor.

Friends of the Library: Sandy Nebel, Liaison – reported they have not had a meeting; it is scheduled for Friday the 13th.

- Concentrating on the membership.
- We are looking for a new place to have our Monday outside concerts.
- Considering a Wine tasting fundraiser.

Superintendent Representative - Jodie Comune

- Bus stop is in play and is on the website.
- I can post anything to the students if you have any programs for the kids.

Action on Bills

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

Motion on Resolutions:

Dr Oberer Motioned to approve Resolution No. 2023-01, No. 2023-02, No. 2023-03, 2023-05, No. 2023-06 and No. 2023-07 Ms Nebel seconded. All in favor, motion carried

Resolution No. 2023-01 authorizing the West Milford Township Library to maintain a petty cash fund in the amount of \$100.

Resolution No. 2023-02 authorizing the West Milford Township Library to use the Herald News and The Record as the designated legal newspapers for the publication of legal notices. .

Resolution No. 2023-03 authorizing the West Milford Township Library to award the contract for Legal Counsel to Cleary, Giacobbe, Alfieri, Jacobs, LLC.

Resolution No. 2023-05 Authorizing the West Milford Township Library to award Wielkotz & Co, LLC the contract for Audit Services.

Resolution No. 2023-06 authorizing the West Milford Township Library to use Columbia Bank as our designation of a depository.

Resolution No. 2023-07 Authorizing the West Milford Township Library to allow electronic payments and vendor payments in an amount not exceeding \$1,200.

New Business

- Oath of Office.

Unfinished Business

- Election of 2023 Officers - Vote.
- Policy for background check has been put on hold.

Dr Oberer Motioned to approve the executive meeting minutes of December 13, 2022, Mr Rogers seconded, All in favor, motion carried. (Mayor Michele Dale Abstained)

Public Petition

Adjournment

Dr. Oberer motioned to adjourn at 7:44 pm. Ms.Comune seconded. All in favor, motion carried.

Date of Next Meeting: February 14, 2023.

Minutes prepared and respectfully submitted by: Kathy Simmons Collins