

West Milford Township Library
Board of Trustees Regular Meeting

February 14, 2023

February 14, 2023: 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 (Zoom)	Karyn Gost
James Rogers, Vice President	
Geoffrey Syme, Treasurer	
Sandra Nebel, Secretary (Absent)	
Jodie Comune (Superintendent Representative) (Zoom)	
Linda De Franco	
Mayor Michele Dale (Absent)	

Public Present / None

Approval of Minutes

Dr. Oberer motioned to approve the regular minutes of January 10, 2023. Mr. Rogers seconded. All in favor. (Linda De Franco Abstained)

President's Report

- Welcome Linda De Franco to the Library Board of Trustees.
- Thank you Ms. Gost for figuring out the website issue of showing a program lasting all day. It was a basic setting that was never changed to reflect the proper times of the programs.
- I just want to remind Ms. Gost that there is an email list of people interested in being notified of Fine Print and I no longer receive it.
- Programing is looking good on the website.

New Library Board of Trustee, Linda De Franco, read the Oath of Office.

Director's Report

Director's Report: February 14, 2023

General Operations:

- Welcome, Linda De Franco, new Library Board Trustee!
- March is Youth Art Month! I was hoping to do a student art show and Jodie Comune referred me to Jennifer Menago from the high school art department. I contacted Jennifer to see if we could have a student art exhibit in the gallery upstairs. She was very excited and is putting together an exhibit, including all grade levels, to be installed on March 1, 2023. Jennifer requested a reception for the exhibit as well. I think it's a wonderful idea, we just need to figure out the best time for that. Also, she requested the nook area with the bench (opposite the doors to Children's Room) as a space to display 3D art. I told her that I would have to check on that, as I am unsure of the answer.
- Signage: Also a referral from Jodie Comune, Jennifer Menago told me that the art department can probably make the signage for the library. When she comes here for the art show we will look at what needs to be accomplished with the signs and go from there.
- Sound panels: It seem that our best option is to get sound absorber panels for the walls and ceiling. It was suggested that we could also get fabric to drape from the ceiling, however I feel that the panels would look better- simple white panels would be best in my opinion, and would blend rather than stand out. Once again, Jodie connected me with a music teacher, Doug Heyburn, from the high school, who recommended having an acoustics person to help design the placement of the panels. He is going to reach out to someone and get back to me.
- Christmas Lights: Dan Kochakji from the Recreation Department approached me regarding Christmas decoration/lighting. He wanted to know if the library would agree to a more festive display this year, specifically lights on the building.
- Floor Plan: I gave a copy of the floor plan to Ed Steines. Joan recommended that we frame a copy for the lobby.
- Museum Passes: These have not been as easy to obtain as I had expected. It appears that most museums expect payment upfront. In addition, ImagineThat! has unfortunately discontinued their museum pass program. I reached out to library directors to inquire as to what they do regarding passes. Some Friends groups pay for them, the director pays and gets reimbursed, or a separate bank account to draw from (one library does this). Upon further research and questioning, I was able to get some museums to agree to sign a voucher, but we would not get the passes until after they receive payment.
- County of Passaic Department of Health Services are tentatively scheduled to table in the lobby on February 27 with health education materials relating to heart health.

- Pals Plus began a major back-up of our computer system to their cloud that is long overdue. The entire process will be done in stages.
- School Visit: On February 21, librarians Elaine Binder and Anne Rolling will present to the teachers of West Milford at their staff development day. Anne's segment will provide information about our digital collection/digital resources and Elaine's segment will be geared towards "De-stress and Recharge," including information about our programs.
- A writer for the West Milford Messenger stopped by to inquire about the library participating in their special yearly "Children's Newspaper" art edition, where the library would buy ad space and choose a headline and a picture for the children to draw. The Messenger chooses a local school for our particular contest. The winner gets published in the paper and the rest of the drawings would get sent here - we could have a mini gallery or display. The cost is \$200 quarter page (black and white), \$300 half page (black and white), and \$540 full page (in color).

Facilities:

- The building structure repair of the damage from the car accident is complete, except for planting bushes, which the contractor has committed to in the spring.
- BSE came to repair the Men's Room urinal and sink, however, upon inspection, they needed to order more part for the urinal and expect to be back here approximately February 28 to complete.
- BSE blower repair completed.
- BSE- Condenser replacement: I submitted the estimate and am waiting on a timeline.

Personnel:

- We are still searching for the perfect fit for our Head of Children's Services position.
- Kathy Simmons Collins submitted her resignation – her last day will be February 24, 2023. We thank Kathy for her service and wish her the very best in her new position.
- On January 16, I provided a Happy New Year lunch for the staff as a show of my appreciation.

Committee Reports

Finance – Mr. Syme, chairperson, reported they did not meet this evening.

- I reviewed the Purchase Orders and signed the checks.

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

- Discuss the vacancy of Kathy Simmons Collins. We will be advertising in NJLA to fill the position of account clerk.
- We have abandoned the Digital Mapping. It does not seem suitable for a building of our size. We will post the floor plans out in the lobby for first responders.
- Criminal Background check – we got some information as to when we might have to use the Chief of Police in regards to employee’s background checks. We hope to have a contract to sign by this time next month.

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

- Spoke about repairs and various maintenance projects in the work.
- We have an opportunity to have the Art Dept in the high school to produce our indoor Signage.
- Landscaping – I assume we will be under the contract of shared services for the lawn cutting. Cody Mow Mow will be used as the spring and fall clean up and any other situations that might arise.
- We had a great concert on Sunday, but the piano needs to be tuned. We are also looking into acoustic panels for sound in the library area.

Friends of the Library: Sandy Nebel, Liaison – Absent

Mr. Syme Motioned for the West Milford Township Library to pay for the Full Page Color ad in the messenger at a cost of \$540 for the Children’s coloring page provided the “Friends of the Library” are unable to cover this cost. Dr. Oberer seconded. All in favor, motion carried.

Superintendent Representative - Jodie Comune

- We have previously discussed the signage and the acoustics.
- One of my students came to the library and read with the RUFF program.
- I would like to get some information from the library and provide it to the schools for their newsletter.

Action on Bills

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

New Business

Dr. Oberer Motioned to approve Resolution No. 2023-08, appointment of West Milford Township Library’s representative and alternate representative, to Pals Plus. Ms. Comune seconded. All in favor, motion carried.

Dr. Oberer Motioned to accept the resignation of Kathy Simmons Collins effective February 23, 2023. Mr. Rogers seconded. All in favor, motion carried.

Unfinished Business

Public Petition

Adjournment

Dr. Oberer motioned to adjourn at 8:00 pm. Mr. Syme seconded. All in favor, motion carried.

Date of Next Meeting: March 14, 2023.

Minutes prepared and respectfully submitted by: Kathy Simmons Collins