

West Milford Township Library
Board of Trustees Regular Meeting

April 11, 2023

April 11, 2023: The regular meeting of the West Milford Township Library Board of Trustees was called to order at 7:02 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	
Jodie Comune, Superintendent Representative (Absent)	
Linda De Franco	
Mayor Michele Dale (Absent)	

Public Present

N/A

Approval of Minutes

Geoffrey Syme motioned to approve the regular minutes of March 21, 2023. Dr. Oberer seconded. All in favor, motion carried.

President's Report

Thank you to Jim for filling in, welcome to Michelle, happy to be at an in-person meeting.

Director's Report

General Operations:

- Utilizing Bulletin Board at Town Hall –updated weekly (Strategic Plan-1.2. Explore new ways to disseminate library information to a broad cross-section of groups within the Township).
- Two new teen programs –monthly book club and monthly Anime Club (Strategic Plan-4.2. Designate programming specifically for grades 6-8 (Middle Grade) and grades 9-12 (High School)).

- Youth Art Month Reception on Saturday, March 25. (Strategic Plan -5.3. Foster new partnerships with West Milford Township departments, the West Milford Township School District classes and clubs, various community groups, organizations, and local businesses and (Strategic Plan-1.3. Expand opportunities for local writers, artists, and poets to exhibit and share their works with the public) and (Strategic Plan -1.3. Expand opportunities for local writers, artists, and poets to exhibit and share their works with the public).
- At Township Department Heads Meeting, I had a discussion with Dr. Charlene Gungil, Health Officer, regarding collaboration on offering health related programs at the library (Strategic Plan - 1.1. Expand the library's outreach particularly to underserved segments of the community).
- At the Township Department Heads Meeting, I discussed and promoted library programs. One particular program, The Miracle Mets of 1969 peaked interest and few colleagues said they would attend (happening tonight!). The also loved the Read to a Dog program (Strategic Plan- 1.2. Explore new ways to disseminate library information to a broad cross-section of groups within the Township).
- We are currently offering a Financial Literacy series in collaboration with Columbia Bank (Strategic Plan - 1.5. Offer programs that provide life skills training: resume writing, interviewing skills, job seeking, and more) and (Strategic Plan -5.3. Foster new partnerships with West Milford Township departments, the West Milford Township School District classes and clubs, various community groups, organizations, and local businesses).
- Elaine has done a great job with and has received much positive feedback regarding her WMTL Book Club list (current and past book club books) and New Movies Lists (Strategic Plan-2.2. Market and create reader's advisory tools).
- Earth Day Children's program: Special storytime and planting activity, fostering a positive attitude towards the planet by encouraging young patrons to grow their very own plant.
- National Library Week: April 23-29, 2023 "There's More to the Story"
For National Library week, we will offer a grab and go craft activity for all patrons (Children, Teen, and Adult). Theresa decided on a "message in a bottle" craft, as this works well with the theme this year. This will be kicked off on Tuesday, April 25, which is National Library Workers Day. We will promote library services on social media and provide an interactive element to the celebration. Also, on Wednesday, April 26 (National Library Outreach Day,) we will have a meet and greet at the StoryWalk on Nosenzo Pond Rd (The Day the Crayons Quit by Andrew Dawalt). This will be weather permitting. This will also prove a perfect time to introduce Pam and highlight her new role as Children's Librarian. (Strategic Plan-5.3. Foster new partnerships with West Milford Township departments, the West Milford Township School District classes and clubs, various community groups, organizations, and local businesses). In addition, customized pens and candy giveaway all week downstairs at the Circulation Desk.
- Jazz Loves Broadway-music concert in the Gallery on Sunday, April 16 from 1pm-2pm.

Personnel:

- Michelle Hirsch started her job as Administrative Assistant/Bookkeeper on March 29th. Michelle dove right in and is doing a fantastic job.

Action on Bills

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

Committee Reports

Finance:

Mr. Syme reviewed the bills and signed the checks, everything looks good.

Personnel & Policy:

Mr. Rogers, chairperson, reported that they met earlier this evening.

- Policy for criminal background checks has been revised.
- Library Materials Challenge official form to be created, Ms. Gost to follow up with options.
- Directors & Officers (D&O) Insurance for coverage discussed. We have coverage via the Joint Insurance Fund (JIF), of which the township is a member.

Facilities & Maintenance:

Mr. Syme, chairperson, reported that they met yesterday.

- New display case, in progress. Considering featuring a West Milford History program in the display case.
- Trius Pest Management provided a quote for service.
- Indoor signage in coordination with the Art Department, in progress.
- Bench donation- Ms. Gost will follow up with a thank you note from the Board.
- Acoustic panels, in progress.
- The grout between the stones that was repaired in the stone wall is now turning pink, and it needs to be changed to match the existing grout. Ms. Gost will follow up.
- We are back to locking the men's bathroom due to an ongoing problem.

Friends of the Library:

Sandy Nebel, chairperson, mentioned that did not meet, but they plan to have a general meeting on May 25th @ 7:30PM.

- The regular board meeting will take place on April 21st, from 12 – 1:30PM at the library. They plan to finalize the four piano concert series as well as the Monday night outdoor concerts.

School Liaison:

N/A

Resolutions

N/A

Unfinished Business

A few months ago, Mayor Dale mentioned that there is an interactive community free monthly digital newsletter, "The Buzz Around Town," where residents can discover local events taking place in and around the WM Township area. The library is featured on the newsletter and Dr. Oberer suggested that we all check it out.

The WMTL website is experiencing some issues. Ms. Gost will follow up and make corrections.

New Business

Mr. Rogers Motioned to approve the revised Criminal Background Check (CBC) policy. Dr. Oberer seconded. All in favor, motion carried.

Dr. Oberer Motioned to pay \$75 to Cody's Mow Mow to cut three stumps down. Mr. Syme seconded. All in favor, motion carried.

Cody's Mow Mow proposed weekly weeding, cleaning debris, deadheading flowers, etc. for two hours, \$130.00.

Mr. Syme Motioned to approve at two hours biweekly, Mr. Rogers seconded. All in favor, motion carried.

Mr. Syme Motioned to pay Trius Pest Management \$125 for initial service plus \$65/month maintenance in a yearly contract for a total cost of \$780 per annum (includes multiple pests). Dr. Oberer seconded. All in favor, motion carried.

Public Petition

N/A

Adjournment

Dr. Oberer motioned to adjourn at 8:01pm. Mr. Syme seconded. All in favor, motion carried.

Date of Next Meeting: May 9, 2023

Minutes prepared and respectfully submitted by: Michelle Hirsch