

friendly and robust, working towards Strategic Plan 2.1. Expand our digital presence to permit greater remote access of materials for all patrons.

- Our new Children's Librarian, Pam, started on April 23, training for the week at the Circulation Desk. This was a critical part of her training as she needed to learn this key function of the library to be able to handle circulation upstairs. It was also to gain an understanding of the flow of the library in general. She is doing well and is comfortable in the library overall. Last week she spent upstairs, working the Children's Room Circulation and Reference Desk and observing some key activities including Story Time and one of our 1st grade school visits. She is excited to lead our groups and will have the opportunity to this week, while Theresa stands by to support and give guidance, if necessary. (Strategic Plan 3.2. Continue storytimes for young children).
- For the Museum Pass program, Theresa has been researching ways to integrate the program in a user friendly manner and has been in touch with Assabet Interactive to learn about their management system for websites. She expects to speak with him this week about pricing and logistics. (Strategic Plan 1.8. Institute a Museum Pass program.)
- National Library Week 2023 was April 23-April 29. The theme was "There's More to the Story." We handed out 150 grab and go Message in a Bottle crafts, as well as 100 pens and 50 coloring sheets with crayons. Throughout the week, each of the librarians created special posts for Facebook to market some of our library resources and we ended with a fun post about our library along with pictures. Everyone seemed very happy to join us in our celebrations and loved our grab and go activities (Strategic Plan 4.3. Offer drop-in projects and activities for both age groups).
- Training webinars were viewed/attended by both staff and trustees. We are researching opportunities for staff to do something together as a team, perhaps a full staff development day in the Fall. (Strategic Plan GOAL 6: The library will maintain a robust staff development program, Strategic Plan 6.2. Encourage staff to attend relevant workshops, conferences and webinars provided by NJLA, the New Jersey State Library and other professional organizations, and Strategic Plan 6.4. Consider closing the library and conducting an annual staff development day).
- Elaine booked Susan Lembo for a Poetry Writers Workshop on May 20 (Strategic Plan 1.3. Expand opportunities for local writers, artists, and poets to exhibit and share their works with the public.)

- Elaine set up appointments with patron (non-computer user) for basic computer lessons. To set up email (Strategic Plan 1.6. Continue to promote one-to-one and small group technology training for patrons).
- Elaine assisted patron in deactivating Talk Back on their phone (Strategic Plan 1.6. Continue to promote one-to-one and small group technology training for patrons).
- Anne creates “Popular YA Books” posters for the YA section (Strategic Plan 4.6 Create thematic book lists for young adults and teens in print and online and Strategic Plan 2.2. Market and create reader’s advisory tools).
- Anne maintains the DEI / LGBTQ YA Collection to ensure relevant YA books with this subject matter (Strategic Plan 4.9 Ensure equity and diversity in material selection, program offering, and services).
- On Wednesday, May 17, Pam Zacher will be attending the PALS Plus Spring Idea-Sharing Workshop, sharing any and all ideas related to Youth Services (Strategic Plan 6.2. Encourage staff to attend relevant workshops, conferences and webinars).
- On May 15, our Financial Literacy Series continues with a session for First Time Homeowners. (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).

Action on Bills

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

Committee Reports

Finance:

Mr. Syme, chairperson, reported that the committee met earlier this evening.

- The committee discussed security/controls in the library.
- Mr. Syme reviewed the bills and signed the checks, everything looks good.

Personnel & Policy:

Mr. Rogers, chairperson, reported that they met on May 2nd.

- Library Materials Challenge official form to be added to library policy section on website.
- Two new employees (Pam Zacher & Michelle Hirsch) are both fitting in and doing a great job.

- Suggestion to add the library's mission statement to the video loop in both the lobby and the gallery upstairs.

Facilities & Maintenance:

Mr. Syme, chairperson, reported that they discussed:

- Trius Pest Management provided first service.
- Indoor signage in coordination with the Art Department, in progress.
- Ch.77 is enthusiastic about participating in our History of West Milford project. Suggestions include: tape concerts in the library gallery, conduct photography lessons, workshop on recording video with an iPhone, plus other various educational programs.
- Ch.77 currently films a segment with Dan Kochakji, WM Community Services & Recreation Dept., discussing current updates, and recommended that we do the same for the library. Karyn will follow up with Bob Nicholson, Passaic County Film Commissioner, to discuss details.
- Geoffrey Syme plans to attend the June meeting of the Heritage Committee.
- The grout between the stones was repaired.
- Will readdress ordering trees next month.
- Locking the men's bathroom has resolved the vandalism issue.
- Measure and monitor the crack in the lobby floor.
- Estimate from Cody's Mow Mow to install 48yds of mulch @ \$1464, up \$24 from last year.
- Estimate from BSE Mechanical to fix outside control board for temperature regulation @ \$836.
- Local music store representative measured the gallery space for installing acoustic panels. We're going to hold off for now and continue to elicit feedback from more musical performers and then reevaluate the need.

Friends of the Library:

Sandy Nebel, chairperson

- The FoL sponsored a full page ad highlighting a drawing by an elementary school student honoring the library in a special edition of the West Milford Messenger.
- Improvements made to the rack holding the FoL tote bags for sale in the library.
- Researching grants to help with fundraising next year.

School Liaison:

Jodie Comune spoke with Dr. Schwartz regarding the display cases. Dr. Schwartz said that they are not able to release the cases at this time, they need a few more weeks.

Resolutions

N/A

Unfinished Business

N/A

New Business

Mr. Syme Motioned to approve the Citizen Request Form. Sandra Nebel seconded. All in favor, motion carried.

Mr. Syme Motioned to pay \$1460 to Cody's Mow Mow for installation of 48yds of mulch. James Rogers seconded. All in favor, motion carried.

Mr. Rogers Motioned to approve \$836 to BSE Mechanical for a new thermostat control board, Geoffrey Syme seconded. All in favor, motion carried.

Personnel:

- Aimee Morrow's last day is May 19th.
- Library personnel will watch an informative video regarding First Amendment Audits.
- Dr. Oberer Motioned to honor Elaine Bindler's change in job title and increase in salary. James Rogers seconded. All in favor, motion carried.
- Dr. Oberer will contact Karyn to set up a meeting to evaluate her job performance.

Public Petition

N/A

Executive Session took place from 8:00pm – 8:21pm.

Adjournment

Dr. Oberer motioned to adjourn at 8:22pm. Sandra Nebel seconded. All in favor, motion carried.

Date of Next Meeting: June 13, 2023

Minutes prepared and respectfully submitted by: Michelle Hirsch