

**West Milford Township Library**  
**Board of Trustees Regular Meeting**

**September 12, 2023**

**September 12, 2023:** The regular meeting of the West Milford Township Library Board of Trustees was called to order at 7:01PM 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  
James Rogers, Vice President  
Geoffrey Syme, Treasurer  
Sandra Nebel, Secretary  
Jodie Comune, Superintendent Representative  
Linda De Franco, Trustee  
Mayor Michele Dale, Mayor (Absent)  
Karyn Gost

**Approval of Minutes**

Jim Rogers motioned to approve the regular minutes of August 8, 2023. Dr. Oberer seconded. All in favor, motion carried.

**Public Present**

N/A

**President's Report**

Dr. Oberer thanked the Board, she has enjoyed working with them (and their predecessors) for the past twenty years. She noted that this library has become an amazing place, and she is very proud to have been a part of it.

**Director's Report**

General Operations:

I want to thank Dr. Oberer for her 20 years of service to the West Milford Township Library. Your dedication and commitment helped create the beautiful building in which we meet. You will be missed.

- Summer Reading was a great success, with 341 registrants and participants read a total of 102,304 minutes and participated excitedly in our first in-person summer reading

club since 2019 -meaning we did not offer an online option for recording time read this year, they had to come into the building to turn in coupons and get incentive prizes. Our end of summer Ice Cream Party had over 100 participants. These numbers are the highest since before the pandemic.

- I met with Superintendent Dr. Furnari on August 24. We had a wonderful conversation regarding collaborations between the library and school system. She is very pleased regarding the bus stop at the library and encourages communications with the individual schools.
- The West Milford Messenger ran a cover story and full-page article on the library in the September 8<sup>th</sup> edition of the newspaper.

#### Strategic Plan:

- Patti Hendrix, a West Milford resident and piano teacher, is scheduled to perform a piano concert in the Gallery on October 15<sup>th</sup> (Strategic Plan 1.3. Expand opportunities for local writers, artists, and poets to exhibit and share their works with the public).
- A second August session of Music & Rhyme Time was added on August 29. As in July, caregivers were offered early literacy literature to bring home. Week 3 was “20 Ways to Raise a Book-Smart Baby” from 1,000 Books Before Kindergarten. Week 4 was tips to help support Print Motivation and Print Awareness skills from ECRR. (Strategic Plan 3.4. Implement parent and child classes that focus on early literacy e.g. music and movement, sign language, and/or sensory programming and Strategic Plan 3.1. Promote participation in the 1,000 Books Before Kindergarten initiative.).
- John Malatras, founder and former owner of Harvest Moon Health, is scheduled for Parts IV and V in a series of workshops on herbal supplements, health, and wellness in honor of his late wife. He is scheduled to give his next workshop Saturday, September 16. He wants to continue the program through January 2024 and possibly give additional lectures separate from the Sunshine Series. John has also donated three nutrition books to our library collection (Strategic Plan 5.3 Foster partnerships with West Milford Township local businesses and Strategic Plan 1.3. Expand opportunities for local writers, artists, and poets to exhibit and share their works with the public).
- Anne reached out to the Social Director of Bald Eagle Commons, to advertise our adult events at the Commons. She is waiting for a response and then will move forward with this (Strategic Plan 1.1. Expand the library’s outreach particularly to underserved segments of the community and Strategic Plan 5.3 Foster new partnerships with local businesses/communities).

- Elaine taught two Ancestry workshops which were very well attended. I received excellent feedback and requests for more workshops (Strategic Plan 1.6. Continue to promote one-to-one and small group technology training for patrons)
- Staff continue to attend monthly professional development webinars, some required by our JIF and some chosen by each employee based on their interests (Strategic Plan 6.1. Promote an atmosphere of lifelong learning and professional skills enhancement among staff and 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).

## **Committee Reports**

### ***Finance:***

Geoffrey Syme reported that the Finance Committee met earlier and discussed the draft audit as well as funding salaries.

### ***Personnel & Policy:***

Jim Rogers reported that the committee met and discussed that interviews are underway for the two open positions in the library. The State Dept. of Education is sponsoring GED testing outside of the testing center, and we are considering offering the library as a testing center. We will hold off on a final decision pending interest from the public. Mr. Rogers also commended Pam Zacher's approach to providing literary practices and age appropriate booklets in order to infuse reading skills in children.

### ***Facilities & Maintenance:***

Geoffrey Syme reported the following:

- The Lincoln Avenue property.
- We are in the process of collecting bids for the HVAC contract.
- The key broke inside the handle for the men's bathroom, we are going to contact a locksmith to replace the handle.
- We will apply a copper treatment for bacteria in March to the lilacs against the building.
- Plan to confirm that the town will be responsible for snow removal at the library.
- Will follow up with Cody's Mow Mow regarding fall clean-up.
- Plan to speak to the town regarding the overgrowth of the swale by the retention pond.

### ***Friends of the Library:***

Sandy Nebel reported that the FoL book sale will take place at the Wallisch Homestead Estates, from September 15<sup>th</sup> – 17<sup>th</sup>. The Friends collected many boxes of books, including 70 boxes of children's books. Books will be priced at \$1/hard cover and \$.50/soft cover.

**School Liaison:**

Jodie Comune reported that:

- She plans to meet with Dr. Furnari and confirm that she wants Jodie to continue to represent her at the Board meetings.
- Permission slips for riding the bus to the library have gone out to the parents.
- She will confirm that information about what's happening at the library will be posted on the school's website for the school kids. Postings will include a link to the library's social media pages on both Facebook and Instagram.

**Action on Bills**

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

**Resolutions**

Resolution No. 2023-11 authorizing that the Children's Room of the West Milford Township Library shall hereafter be forever known as the "Dr. Joan Oberer Children's Room."

Geoffrey Syme motioned to approve this resolution of September 12, 2023. Jodie Comune seconded. All in favor, motion carried.

**Unfinished Business**

N/A

**New Business**

N/A

**Public Petition**

N/A

**Adjournment**

Dr. Oberer motioned to adjourn at 7:50 PM. Geoffrey Syme seconded. All in favor, motion carried.

**Date of Next Meeting:** October 10, 2023

Minutes prepared and respectfully submitted by: Michelle Hirsch