

West Milford Township Library
Board of Trustees Regular Meeting

October 10, 2023

October 10, 2023: The regular meeting of the West Milford Township Library Board of Trustees was called to order at 7:01 PM by Mr. Jim Rogers in the Library Conference Room of the West Milford Township Library and Community Center.

Open Public Meetings Law

Mr. Jim Rogers reviewed the announcement.

Roll Call of Members: The following Board and staff members were present:

James Rogers, Acting President (Via Zoom) Karyn Gost
Geoffrey Syme, Treasurer
Sandra Nebel, Secretary
Jodie Comune, Superintendent Representative
Linda De Franco, Trustee
Michele Hammell, Trustee
Mayor Michele Dale, Mayor (Absent)

Oath of Office

Michele Hammell sworn in as trustee to the West Milford Township Library Board of Trustees.

Approval of Minutes

Geoffrey Syme motioned to approve the regular minutes of September 12, 2023. Sandra Nebel seconded. All in favor, motion carried.

Public Present

N/A

Acting President's Report

Mr. Rogers welcomed Michele Hammell, long time West Milford resident, to the Board, and he also noted Dr. Oberer's instrumental contribution to building our library. Mr. Rogers will serve as acting president until the end of the year, at which time all offices on the Board will be open.

Director's Report

General Operations:

I want to welcome Michele Hammell, our new Board trustee. I look forward to working with you and I thank you for joining the West Milford Township Library's Board of Trustees.

- The ALF festival was a lot of fun. Our table was down in the middle of the festival this year, rather than at the beginning/top near ShopRite. Fun was had by all and I received many compliments on our great library. All day long I heard, “Oh! There’s the library!” from adults and children walking by. We gave away a lot of goodies and reusable bags (leftovers from Summer Reading Club prizes), bookmarks, and candy. I also provided event flyers and library information handouts.
- The Dr. Joan Oberer Children’s Room signage has been ordered and is expected to be installed in the coming weeks.

Strategic Plan:

- Fall Story Time began the week of September 17. Music and Rhyme Time and Preschool Stories meet once a week, and there are two sessions per week of Toddler Time. (Strategic Plan 3.2. Continue storytimes for young children).
- The 1,000 Books Before Kindergarten initiative has been revitalized with registration opening September 1, 2023. Patrons can register online and come to the Children’s Room to receive introduction packets. (Strategic Plan 3.1. Promote participation in the 1,000 Books Before Kindergarten Initiative).
- Created marketing for the 3rd/4th and 5th/6th grade books clubs, which are scheduled to meet in October, to allow time to read the books. (Strategic Plan 3.5. Restructure children’s book clubs to encompass all elementary grades).
- STEAM lab is back! The Club will meet monthly and tackle a wide variety of topics. In September, we learned about viscoelasticity by making kinetic sand from flour, cornstarch, oils, and conditioner. (Strategic Plan 3.6. Implement a Maker’s Club and/or Coding Club to encourage innovation and to build on our successful S.T.E.A.M. programming).
- Pam completed a 1-hour ALA webinar, Training Frontline Staff to Deal with Book Challenges Effectively. Due to programming and scheduling needs in the Children’s Room, Donna and Jean were unable to complete formal training, however Pam asked them to both read an article from the Children & Libraries about providing reader’s advisory services for Middle Graders. (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).
- Staff continue to attend professional development webinars, some required by our JIF and some chosen by each employee based on their interests, including device troubleshooting, anti-harassment, serving individuals with autism, protecting children, homelessness in libraries, marketing your library, networking, creating diverse spaces, critical thinking skills, leading with emotional intelligence, and understanding your personal brand. (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).

- The Friends of the Library purchased an Epson DS-7500 scanner for the library. The history digitization project is soon to be underway (Strategic Plan 5.3. Foster partnerships with West Milford Township departments, the West Milford Township School District classes and clubs, various community groups, organizations, and local businesses).
- Patti Hendrix, a West Milford resident and piano teacher, is scheduled to perform a piano concert in the Gallery on October 15 (Strategic Plan 1.3. Expand opportunities for local writers, artists, and poets to exhibit and share their works with the public).

Committee Reports

Finance:

Geoffrey Syme reported that the Finance Committee met earlier and discussed the 2024 budget, including salaries and creating new positions to alleviate staffing issues. Karyn will follow up with a written plan reflecting the number of hours and cost for the proposed new positions. They also agreed to table the idea of getting a 3D printer for now, as well as they discussed uses for the Cricut machine, which was donated to the library by the Friends of the Library.

Personnel & Policy:

Sandy Nebel congratulated both Karyn Gost and Theresa McArthur in their official roles as Director and Librarian 3, respectively. Elaine Bindler is going to be leaving at the end of the month, and Mary Ennis has been hired as her replacement. Interviews are underway for Library Assistant position.

Facilities & Maintenance:

Geoffrey Syme reported the following:

- Intend to award the HVAC contract to J&M Cooling & Heating, and retain BSE Mechanical for as needed plumbing services.
- Fall maintenance to be executed by Cody's Mow Mow. Winter maintenance is covered by a shared services contract with the township.
- Cody's Mow Mow to present the cost for planting the trees by the library and the nearby bike shop.

Friends of the Library:

Sandy Nebel gave the following report:

- The book sale was very successful! They had over 700 people attend over the three day sale. The total sales this year were \$5912, which is a steady increase in sales for the past two years (2021: \$2500 and in 2022: \$5000). Overall, the children's books from Westbrook were the most popular, and any remaining books from the sale were donated to local Little Libraries and World Books.
- The FoL also had a table at the ALF last Sunday, where they sold books and FoL monogrammed bags, bringing in \$163 in sales.

- The next FoL Board Meeting will be held on October 27th, time TBA. The general meeting will take place on November 9th @ 7P.

School Liaison:

Jodie Comune reported that:

- She spoke with Dr. Furnari, interim Superintendent of Schools, who expressed interest and enthusiasm for the topics that our Board discusses, as well as a collaboration between the schools and the library.
- She reached out to Mr. Novak’s office regarding adding a link to the library on the school’s website.

Action on Bills

Geoffrey Syme motioned to approve the bills. Jodie Comune seconded. All in favor, motion carried.

Resolutions

N/A

Unfinished Business

N/A

New Business

Sandra Nebel motioned to appoint Mary Ennis as Adult & Technical Services Librarian, starting date, October 16th. Geoffrey Syme seconded, and the Board unanimously voted to approve hiring Mary Ennis. All in favor, motion carried. Roll Call:

James Rogers	Yes	Jodie Comune	Yes
Geoffrey Syme	Yes	Linda DeFranco	Yes
Sandra Nebel	Yes	Michele Hammell	Yes

Geoffrey Syme motioned to award the HVAC service contract to J&M Cooling & Heating for next year, and retain BSE Mechanical to service plumbing needs. Jim Rogers seconded. All in favor, motion carried.

Public Petition

N/A

Adjournment

Mr. Jim Rogers motioned to adjourn at 7:50 PM. Geoffrey Syme seconded. All in favor, motion carried.

Date of Next Meeting: November 14, 2023

Minutes prepared and respectfully submitted by: Michelle Hirsch