

## West Milford Township Library

### Board of Trustees Regular Meeting Minutes

**November 14, 2023:** The regular meeting of the West Milford Township Library Board of Trustees was called to order at 7:05 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                      Karyn Gost  
Geoffrey Syme, Treasurer  
Sandra Nebel, Secretary  
Jodie Comune, Superintendent Representative  
Linda De Franco, Trustee  
Michele Hammell, Trustee  
Mayor Michele Dale, Mayor (Absent)

#### Approval of Minutes

Geoffrey Syme motioned to approve the regular minutes of October 10, 2023. Sandra Nebel seconded. All in favor, motion carried.

#### Public Present

N/A

#### Acting President's Report

The permanent lettering has been installed dedicating the Children's Library to Dr. Oberer. The overall patron count in the library is up 1500 year-to-date over last year. Attendance at both children's and youth events has also increased. Commend Karyn Gost and her direction for these number increases.

#### Director's Report

General Operations:

- The Dr. Joan Oberer Children's Room signage lettering was installed on Sunday, November 12<sup>th</sup>.
- On November 9th I attended the Friends of the Library Fall membership meeting, and as discussed, provided cake and cider as a small token of gratitude for all that the Friends do for us throughout the year.
- Elaine Bindler's last day of work was October 31<sup>st</sup>. We had small going away party including pizza and cake. Elaine will be missed.

- Mary Ennis, our new Adult Services Librarian, started work on October 16. Mary was able to spend a solid two weeks training with Elaine, thus I feel that Mary has a good handle on her responsibilities.

#### Strategic Plan:

- Theresa attended the Super Library Supervisors training offered by LibraryLinkNJ. This training was 4 weeks of key topics in supervision. Each day offered a different speaker who brought their expertise on the particular topic for that day. The sessions were informative and interactive and allowed for discussion and peer support. Theresa says that she benefitted from this training and has already begun to implement what she learned. (Strategic Plan 6.1. Promote an atmosphere of lifelong learning and professional skills enhancement among staff and Strategic Plan and 6.2. Encourage staff to attend relevant workshops, conferences and webinars provided by NJLA, the New Jersey State Library and other professional organizations).
- The Museum Pass Program is almost ready to launch. Theresa set up the webpage and loaded the passes into MuseumKey with their item ID #'s for ILS integration. Details will be finalized and the program can go live as soon as staff is trained. The launch date is pending, but right around the corner (Strategic Plan 1.8. Institute a Museum Pass program).
- Staff completed mandatory MEL Workplace Discrimination and Harassment training. In addition, staff chose other optional trainings. For example, in the Children's Room, Pam completed PLA/ALA webinar *Fighting Fake News through Public Libraries* course Jean watched *Getting Started with Libby* and *How to Create a Brief Record* training videos from the PPRC database. Donna completed the *NJ211.org* and *How to Create a Brief Record* training videos from the PPRC database. (Strategic Plan 6.1. Promote an atmosphere of lifelong learning and professional skills enhancement among staff and 6.2. Encourage staff to attend relevant workshops, conferences and webinars provided by NJLA, the New Jersey State Library and other professional organizations).
- Patti Hendrix, a West Milford resident and piano teacher, performed a piano concert in the Gallery on October 15, with approximately 40 people in attendance. (Strategic Plan 1.3. Expand opportunities for local writers, artists, and poets to exhibit and share their works with the public).
- Local author, Mrs. Carol Johansson, attended a Halloween-themed, all-ages story time and read her new book. (Strategic Plan 1.3. Expand opportunities for local writers, artists, and poets to exhibit and share their works with the public).

- For teen programming, Anime Club is on the calendar for November. The October craft “Creating with Clay: Jack-O’-Lantern for Teens” attracted a fair amount of participants. There is a teen painting class and a take home craft on the calendar for November. The drop-in coloring pages in the YA section continue to attract tweens and teens who enjoy coloring (Strategic Plan 4.2. Designate programming for grades 6-8 (Middle Grade) and grades 9-12 (High School)).

## **Committee Reports**

### ***Finance:***

Geoffrey Syme reported that the Finance Committee met earlier and discussed:

- Received a copy of the 2024 budget.
- The 2023 audit needs to be approved.
- Resolution to transfer funds.

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

Jim Rogers reported that the committee met earlier this afternoon and discussed the new hires, part time Library Assistants Tara Johnson and Allison Sabo, and Library Associate, Danielle Wiedmann, all scheduled to start on November 16<sup>th</sup>. The personnel policy manual regarding both the Director and the Library Supervisor, was also discussed.

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

Geoffrey Syme reported the following:

- New HVAC contractor, J&M Cooling & Heating, is scheduled on December 13<sup>th</sup> for their first onsite visit.
- Tree replacement quote from Cody’s Mow Mow is pending.
- Discussed adding an additional AED and training the library staff on how to use it.
- The library plans to purchase poinsettias for the holidays.
- Add an additional security camera outside atop the roof positioned over the front door, as well as additional cameras to the back perimeter of the library.

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

Sandy Nebel gave the following report:

- FoL activities are on hold during the holiday season, and will pick up again in January.
- Jim Rogers attended the FoL general membership meeting on November 9<sup>th</sup>, and thanked the FoL for their continued support of the library.

### ***School Liaison:***

Jodie Comune reported that:

- We received approval to add a link to the library on the school’s website.

**Action on Bills**

Geoffrey Syme motioned to approve the bills. Linda DeFranco seconded. All in favor, motion carried.

**Resolutions**

Resolution No. 2023-12 authorizing the “Transfer of Excess Funds from Operating to Capital Funds” per the 2022 audit. 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

Resolution No. 2023-13 authorizing a “Shared Services Agreement with the Township of West Milford to provide Snow Removal Services to the West Milford Township Library.” 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

Resolution No. 2023-14 “Be It Resolved” by the Library Board of West Milford Township Library that prior to the conclusion of the regular meeting, the Library Board shall meet in Executive Session, from which the public shall be excluded, to discuss matters as permitted pursuant to NJSA 10:4-12, sub-section, re: Personnel Issues.

**Unfinished Business**

N/A

**New Business**

Jim Rogers motioned to adopt the 2022 Audit. Geoffrey Syme seconded. All in favor, motion carried.

Election of 2024 Officers - All offices in the Library Board are up for nomination next month.

The 2024 Holiday Observation Dates and the 2024 Board Meeting Calendar were presented. Sandra Nebel motioned to approve 2024 Holiday Observation Dates and the 2024 Board Meeting Calendar. Jim Rogers seconded. All in favor, motion carried

The 2024 Budget was discussed.

Sandra Nebel motioned to appoint Tara Johnson part time Library Assistant, not to exceed 28 hours/week at \$15.17/hr., commencing November 16<sup>th</sup>. Jodie Comune seconded. All in favor, motion carried.

Sandra Nebel motioned to appoint Allison Sabo part time Library Assistant, not to exceed 28 hours/week at \$15.17/hr., commencing November 16<sup>th</sup>. Michele Hammell seconded. All in favor, motion carried.

Jim Rogers motioned to appoint Danielle Wiedmann part time Library Associate, not to exceed 23 hours/week at \$23/hr. commencing November 16<sup>th</sup>. Geoffrey Syme seconded. All in favor, motion carried.

Jim Rogers motioned to approve an updated personnel policies manual specific to the Library Director and the Library Supervisor, effective upon approval. Michele Hammell seconded. All in favor, motion carried.

Sandra Nebel motioned to approve a three year salary agreement for the Library Director, Karyn Gost, commencing August 8, 2023 – August 7, 2026. Linda DeFranco seconded. All in favor, motion carried.

Geoffrey Syme motioned to approve a three year salary agreement with Library Supervisor, Theresa McArthur, commencing January 1, 2024 – December 31, 2027. Jim Rogers seconded. All in favor, motion carried.

#### **Public Petition**

N/A

#### **Executive Session**

Jim Rogers read the announcement and motioned to enter executive session to discuss personnel issues. Michele Hammell seconded. All in favor, motion carried. Executive session started at 7:42PM.

Jim Rogers motioned to exit executive session at 8:12PM. Geoffrey Syme seconded. All in favor, motion carried.

#### **Adjournment**

Mr. Jim Rogers motioned to adjourn at 8:14 PM. Sandra Nebel seconded. All in favor, motion carried.

**Date of Next Meeting:** December 12, 2023

Minutes prepared and respectfully submitted by: Michelle Hirsch