

## West Milford Township Library

### Board of Trustees Regular Meeting Minutes

**December 12, 2023:** The regular meeting of the West Milford Township Library Board of Trustees was called to order at 7:03 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 (Absent)  
Linda De Franco, Trustee  
Michele Hammell, Trustee  
Mayor Michele Dale, Mayor (Absent)

#### Approval of Minutes

Jim Rogers motioned to approve the regular minutes of November 14, 2023. Sandy Nebel seconded. All in favor, motion carried.

#### Public Present

N/A

#### Acting President's Report

Mentioned that he met new hires, Tara Johnson, Alison Sabo, and Danielle Wiedmann personally, and welcomed them to the library. Read a thank you note for the board from Elaine Bindler aloud. Commended the library staff for exceeding the professional development training hour requirements, and noted that the board members exceeded professional development requirements as well.

#### Director's Report

General Operations:

- New employees started work on November 16: Tara Johnson and Alison Sabo, Circulation Assistants, and Danielle Wiedmann, Teen Services Library Associate. All three new staff members are doing a great job and fitting in nicely with our WMTL team.

- We ordered a second AED for the lower level of the library, to be installed on a wall behind the Circulation Desk. I will coordinate and schedule staff training as soon as possible.

#### Strategic Plan:

- A high school special needs class came in for a tour of the library. Anne gave them a tour of the first floor and showed them the digital files relating to local history. The teacher was very interested in Jungle Habitat. Anne printed out some of our archived articles for her. She is going to use them as the basis for a class lecture on local history (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).
- Members from VFW Post 7198 (West Milford, NJ) participated in a story time to celebrate Veterans Day. The Veterans were so excited to be invited to the library and expressed an interest in coming back again (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).
- Teen programming is gaining traction. The “Painting for Teens: Floral Peace Sign” class had several teen registrants. Anime Club is on the calendar for December. There is also a take home craft for entire month of December. 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) and Strategic Plan 4.3. Offer drop-in projects and activities for both age groups.).
- For teens, we have plans to implement “100 Books before Graduation” webpage in the Teen section of the website (Strategic Plan 4.6. Create book lists for young adults and teens in print and online and Strategic Plan 4.2. Designate programming for grades 6-8 (Middle Grade) and grades 9-12 (High School)).
- The 2024 Budget shows a marked increase in the line item for Staff/Trustee Development. In addition to purchasing NJLA Institutional Enhanced Membership (includes all librarians on staff), we plan to offer in-house trainings and staff development day (Strategic Plan 6.5. Make staff development an important consideration in the annual budget and Strategic Plan 6.4. Consider closing the library and conducting an annual staff development day).
- My plans for 2024 include a focus on the library’s brand and development of a new logo and motto. I have ideas and will flesh out the details to share with the library board

(Strategic Plan 5.4. Create consistent branding, with a new logo that displays our library's mission to the community).

## **Committee Reports**

### ***Finance:***

Geoffrey Syme reported that the Finance Committee met earlier and discussed library staff salaries and the 2024 budget.

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

Sandy Nebel reported that the committee met and discussed the appointment of the new Principal Library Assistant. An offer will be made, and if accepted, the appointment will be confirmed by a board vote at a special board meeting via Zoom on Friday, December 15<sup>th</sup>.

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

Geoffrey Syme reported the following:

- A patron, who was accidentally hit on a windy day by Passaic County's Early Voting sign positioned in front of the library, has notified the library of her intention to file a lawsuit against both the town and the library.
- An additional AED has been ordered for the library.
- Plan to contact Mr. Fix-All to replace the TV in the lobby with another one the library has on hand that does not have LCD damage.
- Received a quote for \$260 from Cody's Mow Mow to plant two new trees.
- J&M Cooling Heating came to do the HVAC winter maintenance.
- Signed the shared snow removal contract with the township.
- Gutters will be cleaned.
- A.C. Daughtry completed the fire alarm inspection.
- City Fire Equipment Co will perform the annual sprinkler and fire pump inspection.

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

N/A

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

N/A

## **Action on Bills**

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

**Resolutions**

Resolution No. 2023-15 appointing the 2024 West Milford Township Library representatives, Karyn Gost and alternate Theresa McArthur, at PALSPlus meetings. All in favor, motion carried.

**Unfinished Business**

Jim Rogers motioned to accept the minutes of the Executive Session from the November 14<sup>th</sup> board meeting. Linda DeFranco seconded. All in favor, motion carried.

**New Business**

Sandy Nebel nominated Jim Rogers as President of the board. Michele Hammell seconded. All in favor, motion carried.

Jim Rogers nominated Sandy Nebel as Vice President of the board. Geoffrey Syme seconded. All in favor, motion carried.

Geoffrey Syme nominated himself as Treasurer of the board. Michele Hammell seconded. All in favor, motion carried.

Jim Rogers nominated Linda DeFranco as Secretary of the board. Sandy Nebel seconded. All in favor, motion carried.

Jim Rogers appointed Sandy Nebel as Chairperson of the Personnel & Policy Committee, and assigned Michele Hammell to the committee.

Jim Rogers appointed Geoffrey Syme as Chairperson of the Finance & Facilities Committees, and assigned Linda DeFranco to the Finance committee, and Jodie Comune will remain on the Facilities committee.

Questions were raised regarding the 2024 employee salary budget. Karyn explained that some of the numbers in the budget are adjusted to cover the cost of the annual bond payment. Geoffrey Syme motioned to approve the 2024 budget. Jim Rogers seconded. All in favor, motion carried. Roll Call:

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

**Public Petition**

N/A

**Adjournment**

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

**Date of Next Meeting:** January 9, 2024

Minutes prepared and respectfully submitted by: Michelle Hirsch