

West Milford Township Library

Board of Trustees Regular Meeting Minutes

January 16, 2024: 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, President (Zoom)	Karyn Gost (Zoom)
Sandra Nebel, Vice President (Zoom)	
Geoffrey Syme, Treasurer (Zoom)	
Linda De Franco, Secretary (Absent)	
Jodie Comune, Superintendent Representative (Zoom)	
Michele Hammell, Trustee (Zoom)	
Mayor Michele Dale, Mayor (Absent)	

Approval of Minutes

Geoffrey Syme motioned to approve the regular meeting minutes of December 12, 2023 as amended. Jodie Comune seconded. All in favor, motion carried. James Rogers motioned to approve the special meeting minutes of December 15, 2023. Geoffrey Syme seconded. All in favor, motion carried. Geoffrey Syme motioned to approve the special meeting minutes of December 22, 2023. Michele Hammell seconded. All in favor, motion carried.

Public Present

N/A

President's Report

Read aloud the thank you note for the board from Margie Sweet. Commended the director and staff on the overall increases in 2023, including 80K+ patron count (~ 20% increase) for 2023 over 2022; the 24K+ website visitors (~27% increase over 2022); the 2.3K+ Facebook followers, in addition to increases in both in-person and virtual programs designed to attract more pre-teen and juvenile patrons. In 2023, the library sponsored over 200 programs for kids (~18% increase over the number of 2022 programs for juveniles), which were attended by 4K+ kids, equal to a roughly 26% increase in attendance over 2022. And Danielle Wiedmann (Teen Services) is already having a positive impact on teen program participation numbers! Teen attendance is up ~100%. Overall, material circulation has increased as well.

Director's Report

General Operations:

Margie Sweet's last day of work at the library was December 28th. We had a going away party with pizza and cake to send her off on her retirement. We will miss Margie.

We installed a new TV digital bulletin board in the lobby to replace the faulty one. The new TV looks great, larger and clearer.

During the holidays, we set up a table in the lobby and had a puzzle sale consisting of puzzles weeded from the collection, with all proceeds going to the Friends of the Library.

WMTL's Winter Reading Club is happening now! The Winter Reading Club is for readers in grades K-6, is six weeks long and runs January 6 – February 17. Participants play Bingo by reading books and win prizes.

Strategic Plan:

- 18 children registered for the 1000 Books Before Kindergarten program in 2023. Several have completed their first 100 books already. The goal for 2024 is to develop a marketing strategy to boost participation in the program. (Strategic Plan 3.1. Promote participation in the 1000 Books Before Kindergarten Initiative).
- I met with three members of the Lion's Club to discuss our shared sponsored service, ESL and Adult Literacy. The way it works is that people from the community who need the assistance fill out a form and submit to us here at the library, we then send that information to the Lion's Club volunteer tutors who tutor in one of our study rooms. This is a wonderful service that truly helps individuals in need. We discussed how to better serve our community –will focus on more publicity via social media, website and emails (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 West Milford Township departments, the West Milford Township School District classes and clubs, various community groups, organizations, and local businesses).
- Staff continue to participate in professional development webinars. A sampling for December 2023: Mary completed Libby training video, "Engage Your Community with One-Tap Magazines," Danielle attended the in-person PALS Plus Youth Services Committee on December 18 where she networked and collaborated with other YS employees, discussing programs and activities for youth. In the Children's Room, Pam completed "Passive Library Programming" and "Intellectual Freedom" webinars, Jean completed "Advising Parents About Child Digital Media Usage," and Donna completed the "Level up your Book Displays" and "Advising Parents About Child Digital Media Usage" webinars (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).

- I set January as the official big push for teen programming with Danielle, our new Teen Services Library Associate. So far so good! Danielle put some great programs on the calendar and they are filling up fast (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).
- In preparation for Youth Art Month, I am in contact with Jennifer Monego from the WMHS arts department. We are planning on a two-month exhibit this year, including all grade levels, for February and March (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 and 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 discussed the quote for the 5yr Fire Sprinkler Inspection (including gauge and valve replacement). We're waiting for feedback from the Fire Inspector regarding the cost of this inspection.

Personnel & Policy:

Sandy Nebel reported that the committee remarked that all of the recent hires (Vanessa Susen, Danielle Wiedmann, Alison Sabo, and Tara Johnson) are all doing a fine job.

Facilities & Maintenance:

Geoffrey Syme reported the following:

- Waiting for feedback from the Fire Inspector regarding the quote for the upcoming Fire Sprinkler Inspection.
- Still discussing whether or not to adjust the angle of the existing security camera over the front door, or just install a new one.
- Happy with the new TV installed in the lobby.
- The gutters were cleaned.
- Monitoring the roof for ice falling off of it.
- Mr. Fix-All plans to install the replacement door handle to the Children's Craft Room, as well as hang the new Defibrillator on the wall behind the Circulation Desk.
- Planning to follow up with Lifesavers regarding an onsite training class for the staff on how to properly use the Defibrillator that we recently purchased. If they don't provide a free class, then Jim Rogers will find someone in town to come to the library and train the staff.

Friends of the Library:

Sandy Nebel gave the following report:

- The FoL celebrated their holiday dinner in December at Cibo e Vino Ristorante, and while there, they learned that the restaurant holds donation dinners to help support various local organizations. Upon hearing this, the FoL scheduled a “Dine-To-Donate” dinner at Cibo e Vino Ristorante on March 20th, from 4 - 10PM. 20% of the proceeds from the dinner will be donated to the FoL.
- The first board meeting of 2024 for the FoL is scheduled for February 9, 2024.

School Liaison:

Jodie Comune reported that:

- Better Health Yoga Instructor, Michelle Brook, who provides bi-monthly yoga classes at the library, also works as an aide at the Maple Road School.
- She’s available to help Danielle Wiedmann (Teen Services, WMTL) to support the effort to promote teen programs via social media and “virtual backpacks,” connecting the schools to the library.
- They are also able to send information home via the students (who are older siblings to younger kids) to support the library’s “Thousand Books Before Kindergarten” initiative.

Action on Bills

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

Resolutions

Resolution No. 2024-01 authorizing the library to maintain petty cash for miscellaneous expenses, not to exceed \$100. All in favor, motion carried. Roll Call:

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

Resolution No. 2024-02 authorizing the designation of legal notices and other library notices to be published in local newspapers, The Herald News and The Record. All in favor, motion carried. Roll Call:

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

Resolution No. 2024-03 authorizing the contract for legal counsel to Cleary, Giacobbe, Alfieri, Jacobs, at the rate of \$190/hr for attorneys, and \$90/hr for paralegals . All in favor, motion carried. Roll Call:

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

Resolution No. 2024-04 authorizing the contract for audit services for one year to Wielkotz & Company, LLC, for a service fee of \$3,250. All in favor, motion carried. Roll Call:

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

Resolution No. 2024-05 authorizing the designation of a depository to Columbia Bank. All in favor, motion carried. Roll Call:

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

Resolution No. 2024-06 authorizing claims requiring vendor payments to be made in between Board of Trustee meetings in an amount not to exceed \$1200. All in favor, motion carried. Roll Call:

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

Resolution No. 2024-07 authorizing the designation of signatures on all library bank accounts to include: James Rogers, Library Board President, Sandra Nebel, Library Board Vice President, Geoffrey Syme, Library Board Treasurer, and Linda DeFranco, Library Board Secretary. All in favor, motion carried. Roll Call:

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

Unfinished Business

Geoffrey Syme motioned to approve the Slate of Officers for 2024: James Rogers, President, Sandra Nebel, Vice President, Geoffrey Syme, Treasurer, and Linda De Franco, Secretary. Jim Rogers seconded. All in favor, motion carried.

Geoffrey Syme motioned to approve the following committee assignments:
Personnel & Policy: Chairperson Sandra Nebel, and committee member Michele Hammell.
Finance: Chairperson Geoffrey Syme, and committee member Linda De Franco.
Facilities: Chairperson Geoffrey Syme, and committee member Jodie Comune.
Michele Hammell seconded. All in favor, motion carried.

Geoffrey Syme motioned to approve the 2024 library budget, as presented at the December, 12, 2023 board meeting. Michele Hammell seconded. All in favor, motion carried.

New Business

Public Petition

N/A

Adjournment

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

Date of Next Meeting: February 13, 2024

Minutes prepared and respectfully submitted by: Michelle Hirsch