

West Milford Township Library

Board of Trustees Regular Meeting Minutes

October 8, 2024: 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, President
Sandra Nebel, Vice President
Geoffrey Syme, Treasurer
Linda DeFranco, Secretary
Jodie Comune, Superintendent Representative
Michele Hammell, Trustee
Mayor Michele Dale, Mayor (via Zoom)

Karyn Gost

Approval of Minutes

Linda DeFranco motioned to approve the regular minutes of August 13, 2024. Sandra Nebel seconded. All in favor, motion carried. Roll Call:

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

Jim Rogers motioned to approve the regular minutes of September 10, 2024. Linda DeFranco seconded. All in favor, motion carried. Roll Call:

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

Public Present

N/A

President's Report

In January, Jim will begin his 11th year on the Board. During his tenure, he has seen a lot of changes to the library, especially in the last two years. And after 21 years as a school administrator, he recognizes quality people and programs, and he's happy to report that the library staff are professional, and the programs are of high quality. What stands out the most to him is that the West Milford Township Library is excelling in: our welcoming staff, vast and varied successful programs for children, young adults, as well as adults, updated collections for diverse patrons, expanded offerings for teens, a large social media presence, updated technology, a forward-looking strategic plan, a Board that supports the library's mission, and effective leadership. There can be little doubt that the West Milford Township Library is a library in pursuit of excellence. Kudos to the library staff, director and the Board.

Director's Report

General Operations:

Our yearly audit was performed on Monday, September 16, 2024 - I am awaiting the report.

Autumn Lights Festival: This year, WMTL had our own kickoff celebration, with a free DIY craft activity for all ages, where participants designed a canvas tote bag to take with them to the festival. We also had some free giveaways and a drawing for a chance to win 2 passes to Liberty Science Center. In total, approximately 50 people participated over the three days, with 32 DIY bags designed by participants of all ages.

Strategic Plan:

- Programs for Seniors: In preparation for October 1st - International Day of Older Persons, Theresa and I brainstormed ideas and decided that a raffle and Seniors Tiny Art Show would be fun. Approximately 10 paint kits have been taken home so far, and are expected to be returned at the end of the month for display in the library (Strategic Plan 1.1. Expand the library's outreach particularly to underserved segments of the community).
- Theresa and I are discussing/planning the implementation of an annual end of year Staff Appreciation/Staff Development Day, which would include a speaker and/or motivational activity and lunch, bringing a little joy to the start of the New Year, with the tentative date of either Thursday, December 5 or Thursday, December 12. (Strategic Plan GOAL 6: The library will maintain a robust staff development program, Strategic Plan 6.1. Promote an atmosphere of lifelong learning and professional skills enhancement among staff, Strategic Plan 6.4. Consider closing the library and conducting an annual staff development day).
- Fall Story Time started in September. 92 children are registered for the fall session. Simply Stories, the drop-in story time, also returned. (Strategic Plan 3.2. Continue story times for children).

- Children’s Services offered 3 passive programs in September: Family Fun at the Library, Batman Day coloring pages/word searches, and Grab & Go Craft with 43 total participants (Strategic Plan 4.3. Offer drop-in projects and activities for both age groups).
- Since September of 2023, when we started promoting the 1,000 Books Before Kindergarten program in the Children’s Room and during Story Time, we’ve had 41 children register and 6 children complete their 1,000 books. PALSPlus held a 1,000 Books Celebration on Saturday, September 21 at Wayne Public Library- a few WMTL kids attended! (Strategic Plan 3.1. Promote Participation in the 1,000 Books Before Kindergarten initiative). Here at WMTL, prizes are awarded at the following milestones.
 - 200 books – sticker
 - 400 books – bookmark
 - 600 books – pencil
 - 800 books – free book
 - 1000 books – certificate, a button, a ribbon, and child’s name on the wall!

Committee Reports

Finance:

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

- The 2025 budget will reflect a \$151K increase, to \$1,545,246.00.
- The 2024 audit results are not ready yet.
- Awaiting an adjustment to the EFT payment made to reflect a discount of 20% for the new QuickBooks software we purchased.
- Considering adding more vendors to EFT payments.

Personnel & Policy:

Sandy Nebel reported that the committee met and discussed:

- A plaque, honoring the Ott Family (to be displayed on the piano in the Gallery), has been designed and ordered, with plans for it to be presented to the Otts after the board meeting next month.
- CPR training for the library staff members who wish to participate (minimum of six participants) will be provided by Atlantic Health Care, at a cost of \$82/person, training date TBD.

Facilities & Maintenance:

Geoffrey Syme reported the following:

- An approved cost of \$984 to repair the door handle to the crafts room in the children’s library.
- Received an estimate from Carafello’s Industrial Maintenance to wax the floors, one room at a time, for a cost of \$425 for three rooms.

- The irrigation sprinklers will be winterized by Homestead Lawn Sprinkler Co.
- Received a quote for ~\$900 to change the flusher (in an effort to alleviate toilet clogs) in the downstairs men’s’ room from an auto-flush toilet to a manual one.
- Decided that the aeration and over seeding service proposed by Cody’s Mow Mow is not needed.
- Trius Pest Service will be increasing their service rates in 2025 from \$65 to \$70. We are very happy with their service, and have approved the new rate.
- The Arrow Elevator monthly inspection was completed satisfactorily.
- Encore Fire Protection has provided a quote of \$2,840 to locate and install the dry sprinkler low point valve. Before they come out to do the installation, a general contractor will need to cut a hole in the ceiling in preparation for the new install.

Friends of the Library:

Sandy Nebel gave the following report:

- A big thank you for all the help the FoL received at last month’s book fair, which raised over \$7000, it was a huge success! The books that did not sell at the book fair were distributed to the four pantries, the little libraries, Better World Books, as well as to the ongoing book sale located in the foyer on the first floor of the library.
- “Dine to Donate” will take place on October 15th from 10:30 AM – 10:30 PM at Frank’s Pizza, with 15% of the profits (with mention of the flyer) going to the FoL.
- The Wizard of Oz piano concert is scheduled for October 20th. It is the fourth FoL sponsored concert for the year. This concert is also partially sponsored by the NJ State Council of County Cultural and Heritage Commission.

School Liaison:

Jodie Comune reported that:

- Checking with Mr. Novak to confirm that they are planning to run buses of students to the library again this year.
- Spoke with local artist, Jean Kelly, regarding the upcoming display of her artwork in the Gallery. She was very complimentary and appreciative of Theresa McArthur for her support.

Action on Bills

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

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

Resolutions

N/A

Unfinished Business

The Union contract was approved and ratified last month.

New Business

In December, we will be voting on which offices will be held next year by the current Board members.

Jim Rogers motioned to approve the Executive Session minutes from September 10, 2024. Geoffrey Syme seconded. All in favor, motion carried. Roll Call:

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

Public Petition

N/A

Adjournment

Geoffrey Syme motioned to adjourn at 7:47 PM. Jim Rogers seconded. All in favor, motion carried.

Date of Next Meeting: November 12, 2024

Minutes prepared and respectfully submitted by: Michelle Hirsch