

West Milford Township Library

Board of Trustees Regular Meeting Minutes

November 12, 2024: 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, President
Sandra Nebel, Vice President
Geoffrey Syme, Treasurer
Linda DeFranco, Secretary
Jodie Comune, Superintendent Representative
Michele Hammell, Trustee (Zoom)
Mayor Michele Dale, Mayor (Absent)

Karyn Gost

Approval of Minutes

Jim Rogers motioned to approve the regular minutes of October 8, 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 Present

N/A

President's Report

Just a reminder to the board that the 2024 NJLTA is sponsoring a series of webinars this Saturday, November 16th, from 9A-3:30P, via Zoom. Some of the webinars offered will discuss the newest core value (resiliency) for libraries, capital planning, shared services agreements, and AI, just to name a few. Please tune in or watch the replays.

The WMTL newsletter, the "Fine Print" features a variety of programs, with the writing and the layout looking very well presented, kudos to Theresa McArthur for doing a great job! Suggested looking into getting acclaim/recognition for Theresa's work on the monthly newsletter.

Director's Report

General Operations:

On Thursday, November 21, at 10:15am, WMTL will host PALS Plus Executive Board meeting.

On Thursday, November 21, at 7:00pm, I will attend the Friends of the Library General Membership meeting.

The library served as an early voting location and was extremely busy with long lines all week long. The good news is – as a result of this, we now have many new library card holders - 85 in October - almost twice the number from September.

Proposed 2025 Board Meeting Dates:

January 14, 2025

February 11

March 11

April 8

May 13

June 10

July 8

August 12

September 9

October 14

November 11

December 9

Proposed 2025 Holidays:

New Year's Day Wednesday, January 1

Easter Sunday, April 20

Memorial Day Monday, May 26

Juneteenth Thursday, June 19

Independence Day Friday, July 4

Labor Day Monday, September 1

Thanksgiving Eve Wednesday, November 26 (Early closing at 2:30 PM)

Thanksgiving Thursday, November 27 and Friday, November 28

Christmas Eve Wednesday, December 24

Christmas Thursday, December 25

New Year's Eve Wednesday, December 31 (Early closing at 2:30 PM)

Strategic Plan:

- Programs for Seniors: In October, we had 20 seniors take mini art kits for the first ever Seniors Tiny Art Show and 8 pieces were returned for our mini art show display near the front doors of the downstairs part of the library. We also received 53 entries for the gift card giveaway. Because of this great response we gave away a \$25 gift card and 2 \$10 gift cards as runner up prizes. This is a lovely community centered activity. We will work to do of this type of activity for various age groups in the coming year. (Strategic Plan - Goal 1: The library will work to unite all members of our community by engaging our

residents through shared experiences and Strategic Plan 1.1. Expand the library's outreach particularly to underserved segments of the community).

- Our Staff Appreciation/Staff Development Day is scheduled for Friday, December 6, with the focus on Health and Wellness, including light breakfast, two special programs, a staff meeting, and lunch. We will close for approximately a half day, opening the library at 2:00pm (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).
- On October 18, Pam attended Fireside Fridays at Camp Hope, sponsored by the Passaic County Board of County Commissioners. (Strategic Plan 1.4. Maintain a presence at community and township events).
- Passive programming for teens proved successful again in October, with approximately 50 coloring pages and word search puzzles completed (Strategic Plan 4.3. Offer drop-in projects and activities for both age groups).
- Children's department offered 3 passive programs this month: Family Fun at the Library, Grab & Go Craft, and Trick or Treat at the Library with 90 total participants (Strategic Plan 4.3. Offer drop-in projects and activities for both age groups).

Committee Reports

Finance:

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

- The PALS Plus new membership agreement.
- The 2023 audit results are not yet finalized.
- Plans to review the preliminary draft of the 2025 proposed budget line items next month.
- QuickBooks software installation is complete, and the promised discount was credited.

Personnel & Policy:

Sandy Nebel reported that the committee met and noted that the number of participants in the YA programs have dramatically increased over last year. In 2024, we have had 650 participants to date, versus 257 total participants for YA programs in 2023.

Facilities & Maintenance:

Geoffrey Syme reported the following:

- Moving forward with plans to convert the first floor men’s toilet to a standard flush.
- BSE Mechanical has fixed the issue with the hot water heater.
- Would like to add quarterly deep cleanings for the building, pending an estimate from Carafello’s Industrial Maintenance.
- In the process to enter a new shared services agreement with the township for 2025 to cover leaf collection and snow removal.
- Gutters and windows will be cleaned by All American Windows & Gutters.
- Approved the fire sprinkler price quote provided by Encore Fire Protection.

Friends of the Library:

Sandy Nebel gave the following report:

- Would like a wish list from the library for FoL funded items and events in 2025.
- Planning on four Friends and one library-sponsored piano concerts in 2025.
- The Passaic County Cultural Heritage Council has approved six outdoor events and four indoor events in 2025.
- Renewal of Brainfuse services has been approved for next year, along with a FoL sponsored Murder Mystery event next spring, virtual author platform, as well as the museum pass program has been renewed.
- Plans to present the plaque honoring Douglas Ott to Carolyn Ott, at the FoL general meeting next Thursday, November 21st.
- Sending out reminder cards this month to the FoL members re: 2025 membership drive.

School Liaison:

Jodie Comune reported that:

- The Arts & Graphics department at the WM High School wants to move forward with making the custom library category signage; will follow up and request a sample of each proposed type of sign: wood, metal, and acrylic.
- The bus is currently running to the library; will follow up with transportation to get the data re: how many children are coming to the library via the bus.

Action on Bills

Geoffrey Syme motioned to approve the bills. Sandra Nebel 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

Resolutions

Resolution No. 2024-14 entering into an updated shared services agreement with PALS Plus. 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

Resolution No. 2024-15 purchasing a custom plaque to be presented to Carolyn Ott on behalf of Douglas Ott, for his generous donation of a baby grand piano, as well as his service to the library. 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

Unfinished Business

N/A

New Business

The nomination and vote for the election of officers for the 2025 Board of Trustees will take place next month.

The board has received copies of the 2025 holiday and observances schedule, as well as the dates of the 2025 monthly board meetings.

The proposed 2025 budget will be reviewed next month.

Public Petition

N/A

Adjournment

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

Date of Next Meeting: December 10, 2024

Minutes prepared and respectfully submitted by: Michelle Hirsch