

West Milford Township Library

Board of Trustees Regular Meeting Minutes

April 9, 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	Karyn Gost
Sandra Nebel, Vice President	
Geoffrey Syme, Treasurer	
Linda De Franco, Secretary	
Jodie Comune, Superintendent Representative	
Michele Hammell, Trustee	
Mayor Michele Dale, Mayor (Absent)	

Approval of Minutes

Jim Rogers motioned to approve the regular minutes of March 12, 2024. Geoffrey Syme seconded. All in favor, motion carried.

Public Present

N/A

President's Report

Reminded the board members that their financial disclosure statements are due on April 30th. National Library Week takes place April 7th – 13th, with April 9th marking "Library Worker's Day." In recognition of our esteemed library staff, we are providing a staff luncheon on April 11th, courtesy of the board.

Suggested that the library take out an ad in the West Milford Messenger advertising the passes for the various museums that we now have available to check out from the library. Also, the hotspots are very popular, Karyn is looking into obtaining more for patrons to utilize.

Director's Report

General Operations:

In preparation for the total solar eclipse on April 8, the month of March was filled with eclipse/solar themed programs for patrons of all ages - including take home crafts, paint nights,

STEM programs, and eclipse science programs. In total, we offered 15 programs and distributed 600 pairs of eclipse glasses to participants at these events.

In addition, for the week beginning April 1, we provided eclipse glasses as an incentive for patrons to check out items from the library (one pair of glasses per minimum of 3 items check-out). This proved to be very successful; we saw many new faces and generated many new library cards as a result of this incentive (approximately 300 pairs of glasses were handed out). Starting on Friday, April 5, we gave the rest of the glasses to anyone who wanted a pair (approximately 100 pairs of glasses).

Strategic Plan:

- Pam was a guest reader for Read Across America Week, reading to one Kindergarten class at Maple Rd and all three Fourth Grade classes at UGL. The Library also hosted four school visits this month: UGL, Apshawa, Maple Rd, and Maple Rd Multiple Disabilities Class for a total of 121 First Graders, a majority of whom were issued new library cards (Strategic Plan 1.4. Maintain a library presence at community and township events such as the Autumn Lights Festival and in the school system to promote library participation).
- Spring Story Time registration opened on March 10. Due to a request from the library board for more story times, in addition to our already scheduled story times, we introduced Simply Stories, a weekly drop-in story time for ages 2-5 which will also meet for the duration of the six-week Spring Story Time session (Strategic Plan 3.2. Continue story times for children).
- Kerry O'Brien, a local volunteer with the West Milford Museum, dropped off a flash drive containing historical images from the museum files on March 23. Those files have been uploaded to our public PCs in the WM Historical Information folder. Mr. O'Brien also expressed interest in giving a presentation on West Milford's history at the library sometime in the future. (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).
- Our Museum Pass Program is growing - this month we are in the process of adding three new museums to our Museum Pass Program: Intrepid, 9/11, and Storm King. I am still working on the MET (Strategic Plan 1.8. Institute a Museum Pass program).

Committee Reports

Finance:

Geoffrey Syme reported that the Finance Committee met earlier and discussed the estimate for weekly grounds keeping services from Cody's Mow Mow to include: trimming, edging, weeding, applying mulch, and planting trees.

Personnel & Policy:

Sandy Nebel reported that the committee met and set the date of the first "Lunch at the Library" as July 18th. The lunch will include hot dogs (with all the trimmings), chips, and juice, as well as programs for kids already scheduled at the library that day. We are planning for an outdoor lunch, but, if it rains, we will move inside the Gallery. The second lunch is projected to take place in August, and pizza will be provided. We're asking for donations for these events. We also are seeking volunteers to help serve at the lunches.

The NJLA Conference this year is to be held May 29th - May 31st and both Karyn Gost and Danielle Wiedmann would like to attend. Geoffrey Syme motioned to approve Karyn Gost and Danielle Wiedmann attending the 2024 NJLA conference. Sandy Nebel seconded. All in favor, motion carried.

Facilities & Maintenance:

Geoffrey Syme reported the following:

- Two Belgian blocks that were loose on the entrance ramp to the library, were fixed by DPW.
- The fire sprinkler inspection is pending.
- Double checking that the diesel tank for the generator is covered by insurance.
- The broken faucet repair in the ladies' room is pending.
- The toilet in the men's room frequently clogs. We are consulting with BSE Mechanical to determine if they should fix the existing toilet, or replace it with an industrial strength toilet.
- Installation/repositioning of a camera above the front entrance is in process.
- The proposed signs for the library to be created by woodshop students at the WM High School is on hold until the next school year.

Friends of the Library:

Sandy Nebel gave the following report:

- The fundraiser dinner that took place at Cibo e Vino on March 21st was a big success, and raised \$1200 for the FoL. The owner was also happy with the event, and he has invited the FoL back to do it again next year.
- The FoL plan to meet on April 19th to discuss the summer program.

School Liaison:

Jodie Comune reported that:

- The notification of the museum passes available at the library can be added to the students’ electronic backpacks.
- The new superintendent, Brian Kitchin, will be starting in July.
- The calendar will be updated for the school district this month, and the summer reading lists will be provided to the library.

Action on Bills

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

Resolutions

N/A

Unfinished Business

N/A

New Business

Executive Session took place from 7:32PM – 7:59PM. Jim Rogers motioned to approve the restructuring of the position of library assistant/account clerk into a hybrid position totaling 15 or fewer hours per week on average, commencing April 15, 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 8:02 PM. Sandy Nebel seconded. All in favor, motion carried.

Date of Next Meeting: May 14, 2024

Minutes prepared and respectfully submitted by: Michelle Hirsch