

## West Milford Township Library

### Board of Trustees Regular Meeting Minutes

**June 11, 2024:** The regular meeting of the West Milford Township Library Board of Trustees was called to order at 7:03PM 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 De Franco, Secretary  
Jodie Comune, Superintendent Representative  
Michele Hammell, Trustee  
Mayor Michele Dale, Mayor (Absent)

Karyn Gost

#### Approval of Minutes

Geoffrey Syme motioned to approve the regular minutes, as amended, of May 14, 2024. Linda De Franco seconded. All in favor, motion carried. Roll Call:

James Rogers	Yes	Linda De Franco	Yes
Sandra Nebel	Yes	Jodie Comune	Abstained
Geoffrey Syme	Yes	Michele Hammell	Abstained

#### Public Present

N/A

#### President's Report

Summer is a busy season at the library. Comparing the patron count from March 2023 to August 2023, there was an 18% increase (~1300 patrons) in August over March. Material circulation increased by 34% (~2900 additional materials circulation) for the same time period, and almost all daily programs in June for all demographics (adults, teens, and children) also increased during the six week Summer Reading Program, ramping up even more in July and August. So there is a lot of summer activity at the library!

## Director's Report

### General Operations:

The 2024 Summer Reading Club is Adventure Begins @ Your Library and we are taking on a camping adventure theme. The library will become Camp WMTL with decorations that make it similar to a campground. The registration kick-off week starts on Monday, June 24 with great events happening all week, for all ages.

Theresa has been working with Danielle, mentoring her and assigning duties related to her new role in Adult Services. Both Danielle and Mary are contributing to adult programming, marketing and promotion.

Theresa created a procedure sheet for the librarians to follow regarding promotion to the schools for use with their digital backpacks. Danielle sent the June Teen calendar for posting and Theresa sent the summer flyer. Theresa was told that they will be able to post flyers for us for July and August.

### Strategic Plan:

- Pam attended the PALSPlus Youth Services Committee 1,000 Books Before Kindergarten Celebration event planning session on 5/15. (Strategic Plan 6.2. Encourage staff to attend relevant workshops, conferences, and webinars provided by the NJLA, the New Jersey).
- Pam visited The Children's Castle - Early Childhood Learning Center in West Milford on 5/29. She discussed the library's programming, read a story, and answered questions. Copies of the June Children's Events Calendar and information about our 1,000 Books Before Kindergarten program were given to the parents of each student. (Strategic Plan 1.1. Expand the Library's outreach, particularly to underserved segments of the community).
- Pam started piggy-backing off the social media posts of the page The Buzz Around West Milford to spread word about Simply Stories. It seemed to work as we had several new faces and more patrons attend May's three sessions. (Strategic Plan 1.2. Explore new ways to disseminate library information to a broad cross-section of groups within the Township).
- Danielle and I attended the 2024 NJLA Conference (Strategic Plan 6.2. Encourage staff to attend relevant workshops, conferences and webinars provided by NJLA, the New Jersey State Library and other professional organizations)

## **Committee Reports**

### ***Finance:***

Geoffrey Syme reported that the Finance Committee met earlier and discussed the upcoming union negotiation; will meet with the attorney by the end of the month, and union negotiations will begin in July.

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

Sandy Nebel reported that ShopRite donated a \$100 gift certificate, and Cosmo's Market donated 5 cases of water for the upcoming "Lunch at the Library."

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

Geoffrey Syme reported the following:

- The library was well-equipped, serving as a charging station to the general public during a recent storm on May 23<sup>rd</sup>.
- Cody Mow Mow will plant the replacement trees on the side by the bike shop, pending the underground utilities located there to be marked first.
- Cody Mow Mow installed new mulch on May 20<sup>th</sup>.
- A new camera was installed over the front door to the library providing a better view of the parking lot as well as the front walk.
- The HVAC quarterly system maintenance was performed by J&M Cooling Heating on May 21<sup>st</sup>.
- Mr. Fix-All plans to address the items that still need repair on June 12<sup>th</sup>.
- On May 4<sup>th</sup> the sprinklers were turned on, and everything is in good working order.
- We are waiting on City Fire to complete their inspection of the building.
- Two tables in the study rooms wobble, we are weighing the options of either adding additional legs to the tables, or replacing the tables all together. We plan to ask Mr. Fix-All to look at the tables.

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

Sandy Nebel gave the following report:

The FoL meeting scheduled on May 23<sup>rd</sup> was cancelled and postponed (due to the storm) to a general meeting on June 26<sup>th</sup>. The FoL also plan to meet on June 14<sup>th</sup> to discuss the book sale. The Ice Cream Social presented by the Women's Club of West Milford gave out donations to several organizations throughout town, including to the Friends of the Library. The event took place at the Echo Lake Church, which was decorated in red, white, and blue, in honor of Flag Day. Also, the proceeds from the money received by patrons attending the Victorian Christmas event that took place at Ringwood Manor last year, were also given away at the event, in addition to scholarships that were awarded to two high school students, and four students also received gifts consisting of paid summer camp.

**School Liaison:**

Jodie Comune reported that:

- The kids are excited to participate in the Summer Reading Program at the library.
- Discussed the idea to feature librarians via zoom or in-person to promote Summer Reading with a theme, beginning next year.
- Park Ranger Tim Minor presented programs for kids that are a great resource for community interaction.

**Action on Bills**

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

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

**Resolutions**

N/A

**Unfinished Business**

Some amendments/additions were made to the bylaws. Sandra Nebel motioned to approve the additions to the bylaws 2-3.7 Attendance, concerning when a trustee is unable to attend a board meeting in person, he/she may participate virtually via zoom. And 2-4 Meetings, when conditions exist that prevent a board meeting from being held on-site, such meetings may be held virtually via zoom, provided that a link to the zoom meeting be made available to the public affording them electronic access to the meeting. All in favor, motion carried. Roll Call:

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

**New Business**

There are 4 donor plaques awarded in three donation categories by the library that were proposed to be hung on the wall between the bathrooms on the first floor. The donor names are presently listed and rotating on the monitors in the library.

It was also decided that the position of the piano will not be moved, per Carolyn Ott.

**Public Petition**

N/A

**Executive Session**

Jim Rogers motioned to go into Executive Session at 7:57 PM, during which time personnel and union issues were discussed, re: Resolution No. 2024- 10, pursuant to NJSA 10:4-12 subsection B: litigation, personnel, and union activities. Timeframe when the matter is discussed pursuant to the issue discussed can be disclosed to the public as soon as is practicable, after a final resolution of the aforesaid matters. No action to be taken at this time per the discussion. Jim Rogers motioned to close the Executive Session at 8:26PM. Sandra Nebel seconded. All in favor, motioned carried.

Geoffrey Syme motioned to approve the closed session minutes of May 14, 2024. Sandra Nebel seconded. All in favor, motion carried. Roll Call:

James Rogers	Yes	Linda De Franco	Yes
Sandra Nebel	Yes	Jodie Comune	Abstained
Geoffrey Syme	Yes	Michele Hammell	Abstained

**Adjournment**

Geoffrey Syme motioned to adjourn at 8:29PM. Michele Hammell seconded. All in favor, motion carried.

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

Minutes prepared and respectfully submitted by: Michelle Hirsch