

**West Milford Township Library**

**Board of Trustees Regular Meeting Minutes**

**July 9, 2024:** The regular meeting of the West Milford Township Library Board of Trustees was called to order at 7:04 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 (Excused Absence)
- Mayor Michele Dale, Mayor
- Karyn Gost

**Approval of Minutes**

Geoffrey Syme motioned to approve the regular minutes of June 11, 2024. Linda DeFranco seconded. All in favor, motion carried. Roll Call:

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

**Public Present**

N/A

**President’s Report**

Referencing the West Milford Messenger December 1, 2022 edition, reporting the West Milford 2020 census, and viewing how the library serves West Milford and what changes have occurred. The population of West Milford from 2010 – 2020 decreased by 1000 residents. According to the 2020 census, we had a population of 24,340. During the timeframe of 2010 – 2020, the Hispanic Latino population of West Milford increased by 49%, equating to roughly 2,250 residents, equal to 9% of our town’s total population. Per this census, our median age has increased to 46.4 years old, which shows that the trend is an aging population. Based upon this report, we are seeing a more diverse population in our town, and the library needs to take this into account when developing programs and purchasing materials for the library, in order to service our town appropriately.

## Director's Report

### General Operations:

I am happy to report that the library is actively taking into consideration the changing demographics of West Milford. Two years ago I created a budget item for non-English Materials and instructed our acquisitions team to build that collection, particularly Spanish and Polish language materials. Spanish language families regularly attend storytime for the immersive experience it provides. We are excited to expand our bi-lingual programming. In addition, we recently requested and received from the Friends of the Library a bi-lingual AWE learning computer for the Children's Room.

The month of June was spent finalizing the yearly Summer Reading Club for patrons of all ages, as our library has always provided an age inclusive club for the community. This year the collaborative summer reading club theme is Adventure at Your Library which was adapted to a camping theme with the transformation of the library into Camp WMTL! Theresa created Camp WMTL Welcome Packets with postcards to be filled out and "mailed" back to us at the library in homemade mailboxes created by Pam. Included in the packets was also an activity card that instructed participants to consider adventuring around town to spots such as the Nosenzo Pond StoryWalk and West Milford Pump Track. This activity card also suggested venturing out to the museums offered through our Museum Pass program.

During the Summer Reading kickoff week of June 24, we offered several exciting and well-attended programs, including our official kickoff event, The Big Balloon Show, and Howling Wolves Farm Wolf Conservation visit which featured a visit from two wolfdogs.

Theresa submitted the Summer Reading Club poster to the schools and it was posted on their digital bulletin board.

### Strategic Plan:

- We continue to add non-English materials to our collection. In June we added several non-English DVDs and Spanish language books to our collection. (Strategic Plan 4.9 Ensure equity and diversity in material selection, program offering, and services).
- In June we had two children reach 1,000 books in the 1,000 Books Before Kindergarten program! The individuals' names are displayed on the Reading Wall of Fame in the Children's Room (Strategic Plan 3.1. Promote Participation in the 1,000 Books Before Kindergarten initiative).
- Friend of the Library and local author Anne Marie Scala joined us for our Summer Reading Club kick-off week programming with a reading of her book *The Elephant Finds Her Way*. The program also included teaching kids breathing exercises for dealing with

anxiety and fear and concluded with a craft. (Strategic Plan 1.3. Expand opportunities for local writers, artists, and poets to exhibit and share their work with the public).

- The June teen program Writer’s Café featured West Milford resident and local author, Valerie Soovajian, who discussed the steps involved in publishing her first book and how she got started writing, and included a writer’s workshop utilizing premade writing prompts. (Strategic Plan 1.3. Expand opportunities for local writers, artists, and poets to exhibit and share their work with the public and Strategic Plan 4.2. Designate programming specifically for grades 6-8 (Middle Grade) and grades 9-12 (High School)).
- Staff continue to complete monthly professional development webinars and activities. Some examples from June: Mary attended PALS Plus pop-up workshop: Passaic County One Stop Career Center and LibraryLinkNJ webinar: Public Libraries and AI, Danielle attended Teen Services Reader’s Advisory Chat, Pam attended the Readers' Advisory Chat hosted by the Youth Services Committee (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 provided by the NJLA, the New Jersey).

## **Committee Reports**

### ***Finance:***

Geoffrey Syme reported that the Finance Committee met earlier and discussed that they will be meeting with the CWA Union on Tuesday, July 16<sup>th</sup>, to begin negotiations. Approved the need for a new air compressor at a cost of approximately \$8500. The new QuickBooks software will need to be paid via ACH transfer or possibly a cashier’s check, as they don’t work with purchase orders. Also raised the possibility of paying for various vendors via ACH transfers in the future.

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

Sandy Nebel reported that the committee met and scheduled volunteers to serve at the “Lunch at the Library” event taking place on Thursday, July 18<sup>th</sup>, everyone is welcome!

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

Geoffrey Syme reported the following:

- In addition to the new air compressor installation, a new low point drip valve for the wet sprinkler system was also installed. A new valve for the dry sprinkler system still needs to be installed, pending City Fire’s engineers’ placement recommendation.
- Exploring a controlled toilet paper dispenser in order to discourage utilizing too much paper resulting in clogging the line.
- Cody’s Mow Mow installed two trees along the side of the bike shop.
- One reading station on the story walk has been knocked over and is in need of repair.

**Friends of the Library:**

Sandy Nebel gave the following report:

- Have dates for the upcoming book sale. The dates of collection at Wallasch Estates are: September 3<sup>rd</sup> – 10<sup>th</sup>, and the sale will take place September 13<sup>th</sup> – 15<sup>th</sup>. Having the collection and the sale both taking place in the same location will streamline the process.

**School Liaison:**

Jodie Comune reported that:

- Waiting for the new Superintendent to settle into his new position.
- Suggested connecting families who are served by St Joe’s Food Pantry with library events every other Saturday.
- Planning to donate extra copies of in-demand books to the library.
- Would like to move forward with having the librarians promote the library’s Summer Reading Program at the schools next year.
- Connected Tim Minor with Theresa McArthur for summer or fall programs.
- Would like to offer “Reading in the Park” program at Bubbling Springs Day Camp.

**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	Mayor Dale	Yes

**Resolutions**

N/A

**Unfinished Business**

N/A

**New Business**

Danielle Wiedmann received her NJ Professional Librarian certification. Sandra Nebel motioned to appoint Danielle Wiedmann as Librarian I, at a prorated annual salary of \$56K, effective July 9, 2024. Linda DeFranco seconded. All in favor, motion carried. Roll Call:

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

**Public Petition**

N/A

**Adjournment**

Mayor Dale motioned to adjourn at 7:50 PM. Geoffrey Syme seconded. All in favor, motion carried.

**Date of Next Meeting:** August 13, 2024

Minutes prepared and respectfully submitted by: Michelle Hirsch