

West Milford Township Library

Board of Trustees Regular Meeting Minutes

August 13, 2024: The regular meeting of the West Milford Township Library Board of Trustees was called to order at 7:02 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 (Excused Absence)
Jodie Comune, Superintendent Representative (Excused Absence)
Michele Hammell, Trustee
Mayor Michele Dale, Mayor (Excused Absence)

Karyn Gost

Approval of Minutes*

Jim Rogers motioned to approve the regular minutes of July 9, 2024. Geoffrey Syme seconded. All in favor, motion carried. Roll Call:

James Rogers	Yes	Michele Hammell	Abstained
Sandra Nebel	Yes		
Geoffrey Syme	Yes		

*Quorum not met; approval of July board minutes will be held next month.

Public Present

N/A

President's Report

Thanked everyone for their participation and a successful first "Lunch at the Library," held on July 18th. During this community outreach event, 180 hot dogs were consumed, and goodwill was achieved during this enjoyable affair. Special appreciation to Sandy Nebel for going the extra mile to ensure the lunch's success! And congratulations to our Director, Karyn Gost, for completing two successful years at the library.

Director's Report

General Operations:

This July was busy with Summer Reading activities and events. This included ensuring all of the logistical elements of the summer reading club were in place, including making sure prizes were available at the desks and that the booklets were accessible, and a bit of staff juggling to ensure coverage at all desks during programs times.

I met with the new Superintendent, Dr. Kitchin on July 31. I gave him a tour of the library and we discussed collaboration, which he seemed very interested in.

Lunch at the Library! occurred on July 18, with great volunteers from both the library board and Friends of the Library. Although we did not have as many participants as anticipated, I think it was a success and something that I would like to do again.

Theresa submitted our July programs to the schools to be posted on their digital bulletin board.

The library received a generous donation of a loveseat for our staff break room from local resident, Dan Rogers, and we are very grateful.

Strategic Plan:

- We received 10 new Hotspots and updated the Hotspots Policy to reflect small changes. I emailed the updated policy to the board for board approval at the August meeting. (Strategic Plan 2.4. Purchase WiFi hotspots for remote use at events and for loaning to the public).
- Passive programming proved to be very popular, with the Children's Department offering several programs: Color a S'more, Summer Scavenger Hunt, "Adventure Times" activity sheet, grab n go patriotic bags, with 403 total participants (Strategic Plan 4.3. Offer drop-in projects and activities).
- Passive programming also proved popular for teens: Our Teen Tiny Art Show program included grab and go painting kits (mini canvas, paint set with brush, and a participation form). Participants were instructed to bring their completed art back to the library for a "Tiny Art Show," which is located in the Teen section of the library and runs through the end of August. Our Teen Selfie Scavenger Hunt passive program included scavenger hunt postcard for tweens/teens to complete before the end of summer. The winner will win an Amazon gift card. The scavenger hunt postcard were designed by Danielle Wiedmann.
- Teen Writer's Café program: participants pulled writing exercises from a "Bucket-O-Prompts" and created short stories with them.. (Strategic Plan 4.5. Promote critical thinking through Young Authors workshops).

- Theresa and I have been reviewing the website, making small changes where necessary (Strategic Plan 5.2 – Keep the Library’s website and social media updated with current information about on-going library and community activities).
- I would like to move one of the public computers to Study Room A, as it appears that we do not need as many in the public area- the two computers near the study rooms rarely get used. This way we can offer patrons the opportunity to take proctored tests in Study Room A (Strategic Plan 1.1. Expand the library’s outreach, particularly to underserved segments of the community).
- We have a new art exhibit in the Gallery featuring a local artist who is also a township employee, Deidre Ellis. Dee recently won 3rd place for a piece she entered in the Wallsich Homestead 2024 Original Art Show and Sale (Strategic Plan 1.3. Expand opportunities for local writers, artists, and poets to exhibit and share their works with the public).

Committee Reports

Finance:

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

- Plans to make an ACH payment for the new QuickBooks software.
- Will advertise that patrons will now be able to make 8 Hoopla downloads/month (cut from 10 downloads/month) beginning in September.
- Reviewing Cody Mow Mow’s recent bill to confirm that the charges are correct
- Set to vote on the Union contract tomorrow, August 14th.

Personnel & Policy:

Sandy Nebel reported that the committee met and discussed a policy change for the Hot Spot check outs, regarding monitoring and sign-up to take them out.

Facilities & Maintenance:

Geoffrey Syme reported the following:

- Awaiting resolution from Encore Fire Protection regarding the Dry System.
- Due to continuing issues with the toilet performance in the men’s downstairs bathroom, Karyn will reach out to BSE Mechanical for a quote on a toilet with a heavy duty flusher.
- J&M Cooling & Heating need to come back to complete the summer HVAC service.
- The locksmith is ordering parts for the broken door handle in both the children’s crafts room and the computer room on the first floor.
- Plan to order a computer to be added to Study Room A.
- DPW has picked up the station on the story walk that was knocked over, as well as they removed the poison ivy on the story walk.

Friends of the Library:

Sandy Nebel gave the following report:

- The FoL covered the cost of any additional expenses incurred at the “Lunch at the Library” event. Much appreciation for all of the support from the FoL regarding the luncheon. All of the leftover hotdogs have been donated to the WM Lions, the water bottles will be distributed to the FoL volunteers at the book fair next month, the chips and juice were given to the library for distribution at various upcoming programs, and the hotdog buns were donated to the pantry at the Presbyterian Church. Jodie Comune also brought some of the leftovers to the WM Police Department.
- The FoL are actively looking to recruit younger members to replace some of the older members looking to retire from volunteering for the Friends. They have been attending local PTA meetings on their quest to find more volunteers.
- The Friends are also actively looking for more volunteers to help during all stages of the upcoming book fair including donation (9.3 – 9.10), set-up (9.11 & 9.12), and the sale (9.13 – 9.15).

School Liaison:

N/A

Action on Bills

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

James Rogers	Yes	Michele Hammell	Yes
Sandra Nebel	Yes		
Geoffrey Syme	Yes		

Resolutions

N/A

Unfinished Business

N/A

New Business

Pam Zacher has moved up the ranks from Librarian I to Librarian II. Sandra Nebel motioned to appoint Pam Zacher as Librarian II, at a prorated annual salary of \$58K, effective August 13, 2024. Geoffrey Syme seconded. All in favor, motion carried. Roll Call:

James Rogers	Yes	Michele Hammell	Yes
Sandra Nebel	Yes		
Geoffrey Syme	Yes		

Sandra Nebel motioned to amend the Hot Spot policy as of August 13, 2024. Jim Rogers seconded. All in favor, motion carried. Roll Call:

James Rogers	Yes	Michele Hammell	Yes
Sandra Nebel	Yes		
Geoffrey Syme	Yes		

Public Petition

N/A

Executive Session

Jim Rogers motioned to go into Executive Session at 7:35 PM, during which time personnel issues were discussed; no anticipated action to be taken on the items discussed. Geoffrey Syme seconded. All in favor, motioned carried. Roll Call:

James Rogers	Yes	Michele Hammell	Yes
Sandra Nebel	Yes		
Geoffrey Syme	Yes		

The Personnel Committee, comprised of Jim Rogers, Sandra Nebel, and Michele Hammell plan to meet with Karyn on Tuesday, August 20th at 9:30AM.

Adjournment

Mr. Jim Rogers motioned to adjourn at 8:02 PM. Geoffrey Syme seconded. All in favor, motion carried.

Date of Next Meeting: September 10, 2024

Minutes prepared and respectfully submitted by: Michelle Hirsch