

**West Milford Township Library**

**Board of Trustees Regular Meeting Minutes**

**February 11, 2025:** 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
- Michele Hammell, Trustee
- Mayor Michele Dale, Mayor
- Karyn Gost

**Approval of Minutes**

Geoffrey Syme motioned to approve the regular minutes of January 14, 2025. Sandra Nebel seconded. All in favor, motion carried. Roll Call:

James Rogers	Yes	Jodie Comune	Yes
Sandra Nebel	Yes	Michele Hammell	Yes
Geoffrey Syme	Yes	Mayor Michele Dale	Yes

**Public Present**

N/A

**President’s Report**

I wrote the President’s Message and it was posted on the library’s website. My message reflects the library’s mission, the strategic plan for the library, a call for input from the community, as well as the welcoming atmosphere of the library and all it has to offer.

## Director's Report

### General Operations:

The Friends of the Library have generously offered to purchase new computers for the library.

The following is our 2025 wish list that was approved by the Friends:

- New computers for the library
- Piano Concerts- 4/year (April, June, August, October )
- Piano tuning and voicing: FOUR tunings a year: April, June, October, December; voicing as needed -
- Museum Pass reservations software(Museum Key)
- Brainfuse
- Hotspots
- Author Talks and Speaker Events
- WM Messenger- full page ad for the Children's Newspaper
- Summer Reading Kickoff event
- End of Summer Reading event and Ice Cream Party
- New Cricut cart with storage
- Murder Mystery Party

I want to speak for a moment about an exciting new service for 2025. Library Speakers Consortium (Author Talks and Speaker Events), which the Friends of the Library is generously sponsoring for our community, is now live. We made it as easy as possible to access on our website- you will find it in the drop down menu under "Services," – at the top of the list. We are planning our first "watch party" here at the library for April for the best-selling author, Jodi Picoult's new book, *By Any Other Name*.

We received the 2024 federal tax forms and instruction booklets (both English and Spanish). Theresa copied the New Jersey 1040 instruction booklets and Mary added them to binders and to the collection for check out. Theresa printed out the most requested New Jersey forms that we have been providing for our patrons over the years. We purchased new holders and reworked the folders in a neat and accessible way, creating a welcoming area for them to be browsed. All tax forms are located together on top of the shelves across from the Circulation Desk.

### Strategic Plan:

- Youth Art Month- in partnership with the WMPS Art Department, the library is hosting a 2-month art exhibit again this year, in February and March, with a public reception on Saturday, February 8<sup>th</sup>. This year's art show will feature artwork by students in all grade levels. (Strategic Plan -5.3. Foster partnerships with West Milford Township departments, the West Milford Township School District classes and clubs, various community groups, organizations, and local businesses and Strategic Plan-1.3. Expand

opportunities for local writers, artists, and poets to exhibit and share their works with the public).

- Winter Story Time registration opened on December 29 and crashed the wmtl.org website. Within a day, approximately 80 children had registered. The session is 8 weeks long and began in January. (Strategic Plan 3.2. Continue story times for children)
- Simply Stories, the drop-in story time, has fairly low attendance, but it does seem to be bringing some new faces into the library. (Strategic Plan 3.2. Continue story times for children).
- Children Services and Teen Services offered four passive programs in December, with a total of 140 participants and four passive programs in January, with a total of 130 participants. (Strategic Plan 4.3. Offer drop-in projects and activities.)
- Staff continue to attend professional development webinars and trainings, such as *Library Marketing Made Easy*, *Serving individuals with Autism*, *Communicating through a Crisis*, *ChatGPT: Engaging with Generative AI*, *Critical Thinking Skills- Active Listening*, *Finding Your Purpose as a Leader*, and the required yearly cybersecurity training. (Strategic Plan 6.1. Promote an atmosphere of lifelong learning and professional skills enhancement among staff).

## **Committee Reports**

### ***Finance:***

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

- The audit proposal for 2025 is signed and going out in February.
- The desire to move vendor payments to EFT.

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

Sandy Nebel reported that the committee met and discussed:

- “Youth Art Month” has been extended for two months (February and March) in the Gallery on the second floor of the library. At the kick-off event on Saturday, February 8<sup>th</sup>, families and teachers came out to support the artists of a range of ages, who also received certificates from their teachers for participating in displaying their various works of art.
- Discussed the strategic plan for 2025. Questionnaires will be sent out to the library director, the community, and the schools for feedback and ideas to meet goals set for the year.
- Remarkd on the President’s Message now appearing on the library’s website.

**Facilities & Maintenance:**

Geoffrey Syme reported the following:

- Met with fire officials and Encore Fire Protection to review the sprinkler test valve needs and received a quote for \$5700 to install the new test valve. This quote includes installation and the permit, we're just waiting on the plans from the architect to finalize the installation plans.
- Plan to ask for a quote from J&M Cooling Heating regarding installing supplemental heat in the attic to prevent potential freezing problems with water filled pipes in an unheated attic.
- Received a quote from J&M Cooling Heating regarding duct cleaning of the building for \$6475, to take place during a weekday, and it will take three days to complete. The ducts haven't been cleaned since the new building was built 8 years ago, so it should be done now, and then again every 5-6 years for maintenance. Awaiting a quote for what the cleanings would cost if they took place in the evenings and weekends, instead of a weekday, which would require us to close the library for most of the day.
- BSE Mechanical will provide a quote to replace the toilets in the first floor men's room with high capacity toilets, in order to alleviate the ongoing plumbing issue we are experiencing in that bathroom. Jodie Comune will also check with the schools to find out what kind of toilets they utilize to prevent future clogging issues.
- Considering installing trail cameras as a deterrent to the incidents of vandalism experienced to the story boards along the Story Walk at Nosenzo Pond Park.
- Received a quote from Carafello's Industrial Maintenance for quarterly deep cleanings of the library for \$500/quarter. Also received a quote to deep clean the carpets one time for \$700.

**Friends of the Library:**

Sandy Nebel gave the following report:

- Attended the January 31<sup>st</sup> board meeting for the FoL.
- Received a grant from the Passaic County's Cultural & Heritage Council (PCCHC) for \$1000, which accumulates to \$4700 awarded to the FoL this year.
- Set the dates for the annual FoL book sale: September 9 – 24, 2025.
- The FoL are maintaining a diary this year of all of their contributions to the WMTL for submission for consideration of receiving the NJLA Service Award next year.

**School Liaison:**

Jodie Comune reported that:

- Excited about the all-ages art exhibit in the Gallery at the library.
- Confirmed that the after school bus is stopping at the library for students interested in coming to the library and participating in the various Young Adults' programs offered after school.

**Action on Bills**

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

James Rogers	Yes	Jodie Comune	Yes
Sandra Nebel	Yes	Michele Hammell	Yes
Geoffrey Syme	Yes	Mayor Michele Dale	Yes

**Resolutions**

Resolution No. 2025-04 authorizing awarding a one year contract for audit services to Wielkoltz & Co., LLC. For a fee not to exceed \$3600. All in favor, motion carried.  
Roll Call:

James Rogers	Yes	Jodie Comune	Yes
Sandra Nebel	Yes	Michele Hammell	Yes
Geoffrey Syme	Yes	Mayor Michele Dale	Yes

**Unfinished Business**

N/A

**New Business**

WMTV 77 would like to air flyers advertising upcoming events at the library.

Geoffrey Syme motioned to approve quarterly deep cleanings of the library at a cost of \$500/quarter, and a one-time deep cleaning of the carpets at a cost of \$700 by Carafello’s Industrial Maintenance. Jim Rogers seconded. All in favor, motion carried.

**Public Petition**

N/A

**Adjournment**

Mayor Dale motioned to adjourn at 7:44 PM. Jim Rogers seconded. All in favor, motion carried.

**Date of Next Meeting:** March 11, 2025

Minutes prepared and respectfully submitted by: Michelle Hirsch