

Board of Trustees Regular Meeting Minutes

Open Public Meetings Law

Roll Call of Members: The following Board and staff members were present:

Approval of Minutes

James Rogers	Yes	Linda DeFranco	Yes
Sandra Nebel	Yes	Michele Hammell	Yes
Geoffrey Syme	Yes	Mayor Dale	Yes

N/A

According to census numbers, West Milford's largest population growth spurt occurred between 1970 and 1990 when the population increased by 43%. Also of note, the mean age West Milford's population is increasing as follows:

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Director's Report

General Operations:

National Library Week is April 6-12. The 2025 theme is Drawn to the Library. The library is giving away small tokens of appreciation to our patrons - baggies for both kids and adults that include book marks, bracelets, pencils, pens, and drawing pads.

In honor of National Library Workers Day, the Board of Trustees will host a luncheon for library staff on Thursday, April 10.

Duct cleaning is underway, with three Sunday closings: March 23, March 30, and April 13.

Strategic Plan:

- Pam was a guest reader for Read Across America Week at all five elementary schools and the Echo Lake Christian Academy. She visited with the K-2 class at Echo Lake Christian Academy, 2 third-grade classes at Maple Road, 2 fourth-grade classes at Apshawa, 2 second-grade classes at Paradise Knoll, 2 Kindergarten classes at UGL, and 2 fourth-grade classes at Marshall Hill. A Maple Road 3rd grader attended LEGO Club at the library as a direct result of Pam's visit. (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).
- The Library hosted three school visits in March: UGL, Maple Rd, and Maple Rd Multiple Disabilities Class with 70 new Library cards issued in total. (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).
- Theresa attended Family Literacy Night at UGL on behalf of Children's Services (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 9, offering 6 story times per week and a drop-in story time (Strategic Plan 3.2. Continue story times for children).
- Children's Services offered 3 passive programs in March: Grab & Go Craft, NJ Maker's Day Grab & Go STEAM project, and the spring scavenger hunt with 114 total participants (Strategic Plan 4.3. Offer drop-in projects and activities for both age groups.)
- Teen Services offered 2 passive programs in March: Grab & Go Coloring Pages, Crossword Puzzle, & Origami, and NJ Maker's Day STEAM activity kit, with 102 total participants (Strategic Plan 4.3. Offer drop-in projects and activities for both age groups.)
- Teen Services celebrated World Engineering Day with a special STEAM program, DIY Cardboard Automaton, which is a simple machine with moving/rotating parts (Strategic

Plan 4.2. Designate programming specifically for grades 6-8 (Middle Grade) and grades 9-12 (High School) and 4.4. Consider sponsoring STEM programs offered at the library).

- The library added several non-English titles to March DVD orders (Strategic Plan 4.9 Ensure equity and diversity in material selection, program offering, and services).
- Theresa changed the name of the Rummy program to Game Day for Adults. This allows flexibility and variety in programming. Theresa was told by one of the regulars that she is the reason they know the library- all of the programs we are doing gives them a reason to come, whereas they used to just drive by the library (Strategic Plan 1.1. Expand the library's outreach particularly to underserved segments of the community).

Committee Reports

Finance:

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

- Working on updating the new capital plan. The current plan runs through 2025, the new plan will be effective: 2026 – 2030.
- Discussions are underway regarding where to house a generous donation offer consisting of a vast collection of art books to the library.
- Due to the lack of response for the current posted job opening, we plan to change the advertised posting for a part-time technology/adult services library associate to a fulltime position, at a salary range of \$48K - \$52K/year.

Personnel & Policy:

Sandy Nebel reported that the committee met and discussed:

- The nominations for the NJLA Public Relations and Marketing awards have been submitted. Holding off on submitting Rising Star award until next year.
- The CPR/AED certification course for library staff has been scheduled for Tuesday, May 20th, from 1-4PM.
- The luncheon, in celebration of National Library Week, for the library staff will take place this Thursday, April 10th.
- Reminder to the trustees to please submit their financial disclosure statements online before the April 30th deadline.
- Working on the new strategic plan.

Facilities & Maintenance:

Geoffrey Syme reported the following:

- Waiting to hear back from Encore Fire Protection regarding the drawing for placement of the test sprinkler.
- Tim Ligus (from the township) inspected the cracks appearing in the walls and the floor of the Gallery and confirmed that it is just signs of normal settling of the building.

- BSE Mechanical has not been able to locate a high capacity toilet for the library. We plan to follow up with Jodie to get the name of the source the school utilizes to obtain the new high capacity toilet for the library.
- Confirmed that the contractor (covered under shared services with the township) will be starting the spring clean-up of the common grounds, and we will continue to participate in the shared agreement for lawn care.
- Cody's Mow Mow has been contracted to purchase and install mulch, as well as maintain the weekly trimming and weeding of the property.
- The septic tank is scheduled to be pumped by David Zuidema on Thursday, April 10th. We are following the recommended schedule of undergoing an inspection of the septic system every 3 years, and pumping the septic tank every year.
- The Generator Man has ordered the new batteries we need for the generator and he's just waiting on the order to come in to install them.
- Plan to switch out fluorescent lights to LED lights in the Gallery so that all of the lightbulbs match the rest of the building.
- The light fixtures in the children's room and craft room, conference room, and Gallery were all cleaned.
- Missing plexiglass covers along the story walk need to be replaced. As a deterrent to future vandalism along the story walk, we are sourcing the cost of cameras, and plan to speak with the Chief of Police as well.

Friends of the Library:

Sandy Nebel gave the following report:

- Looking forward to the Dine-to-Donate library fundraiser for the FoL taking place on Thursday, April 24th at Cibo e Vino.
- The FoL general meeting will be held on May 8th @ 7PM.
- The six summer concerts sponsored by the FoL taking place at Wallisch Homestead have been scheduled, the first one takes place on July 7th.

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	Linda DeFranco	Yes
Sandra Nebel	Yes	Michele Hammell	Yes
Geoffrey Syme	Yes	Mayor Dale	Yes

Resolutions

N/A

Unfinished Business

N/A

New Business

Geoffrey Syme motioned to approve renewing the same agreement we had last year regarding retaining Cody Mow Mow to purchase and install mulch, and maintain the property via weekly weeding and trimming during the growing season. Michele Hammell seconded. All in favor, motion carried. Roll Call:

James Rogers	Yes	Linda DeFranco	Yes
Sandra Nebel	Yes	Michele Hammell	Yes
Geoffrey Syme	Yes	Mayor Dale	Yes

Mayor Dale informed the board that the council introduced the 2025 budget that includes an increase for the library.

Public Petition

N/A

Adjournment

Mr. Jim Rogers motioned to adjourn at 7:51PM. Linda DeFranco seconded. All in favor, motion carried.

Date of Next Meeting: May 13, 2025

Minutes prepared and respectfully submitted by: Michelle Hirsch