

West Milford Township Library

Board of Trustees Regular Meeting Minutes

May 13, 2025: The regular meeting of the West Milford Township Library Board of Trustees was called to order at 7:00PM 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 (Absent)
Mayor Michele Dale, Mayor (Absent)

Karyn Gost

Approval of Minutes

Geoffrey Syme motioned to approve the regular minutes of April 8, 2025. Sandra Nebel seconded. All in favor, motion carried. Roll Call:

James Rogers	Yes	Linda DeFranco	Yes
Sandra Nebel	Yes	Jodie Comune	Abstain
Geoffrey Syme	Yes		

Public Present

N/A

President's Report

Thank you to the FoL for once again sponsoring "Dine to Donate" at Cibo e Vino Ristorante which took place on April 24th. It was a well-attended and enjoyable fundraising event raising approximately \$1200 for the FoL. Significant progress has been made on the 2026-2030 plan and strategic plan surveys. Also, the trustees are encouraged to read this month's president's message, "What do library trustees do?" posted on the WMTL website.

Director's Report

Duct cleaning was completed on Sunday, April 13.

Theresa's main focus this month was Summer Reading Club – Color Our World is the collaborative theme this year and we are going to take advantage of the literal interpretation and make art the focus. Our kick-off program is scheduled for Wednesday, June 25th with the Pop Art Balloon show.

The first Friends piano concert of 2025 was held on Sunday, April 6 and featured Ellen LaFurn providing a Tribute to Billie Holiday for Jazz Appreciation Month, with more than 30 people in attendance - the reviews were all positive. The next Friends piano concert is scheduled for Sunday, June 22 at 2:00 p.m. featuring Patti Hendrix and her duet partner, and will include an interesting mix of familiar classical pieces and duets by Billy Joel, Elton John, and more.

NJLA awards: Unfortunately WMTL was not chosen for either of our submissions for the marketing award this year. Apparently there were many more submissions this year due to increased advertising.

Program Registration: Starting on June 1, 2025, certain high demand programs will first open for WMTL cardholders to register, then after one week, open to all others who would like to register.

Strategic Plan:

- School visits are being scheduled for summer reading. Pam and Theresa will do them together at the beginning of June (Strategic Plan 1.4. Maintain a library presence at community and township events such as the Autumn Lights Festival and in the local school system to promote library participation).
- For National Library Week, Theresa planned the events and giveaways around the theme "Drawn to the Library." Danielle posted and highlighted information throughout the week about specific National Library Week holidays/themes, our library's resources and services on our Facebook and Instagram accounts. (Strategic Plan 5.2. Keep the library's website and social media updated with current information about on-going library and community activities)
- Danielle attended the Wellness Family Festival on Saturday, April 5th at the West Milford High School alongside Carol, and the Friends of the Library to promote our services and programs (Strategic Plan 1.1. Expand the library's outreach particularly to underserved segments of the community).
- Pam attended Earth Day at the New Weis Center (Strategic Plan 1.4. Maintain a library presence at community and township events such as the Autumn Lights Festival and in the local school system to promote Library participation).
- Beginning in February 2025, Danielle created two new monthly book displays highlighting monthly celebrations that include diverse authors, characters, etc. in the YA section. For this month, non-fiction and novels in verse were displayed for National

Poetry Month. Additionally, our monthly anime club, touches on Japanese art, culture, anime, and manga, etc. (Strategic Plan 4.9. Ensure equity and diversity in material selection, program offering, and services)

- Danielle reached out to Matthew Gramata, the Director of Bands from the West Milford High School (WMHS) Music Department and collaborated to have the WMHS Jazz Ensemble perform for Jazz Appreciation Month (Strategic Plan 5.3. Foster new partnerships with West Milford Township departments, the West Milford Township School District classes and clubs, various community groups, organizations, and local businesses).
- We replaced two laminated handicapped/ blue wave signs above the automatic door motion detectors in the 1st floor lobby to the library and for the exit and posted a new sign above the book return slot at the circulation desk (Strategic Plan Goal 8: The library will continue to assess and strive to improve the facility to ensure patron and staff safety and convenience)
- Staff continue monthly professional development, including such as Health Literacy for Library Staff: Learning Medical Terminology, Canva 2.0 for Libraries, Patron Engagement Tools, Libraries and Information Literacy in the AI Age, and Building Community Through Book Clubs. (Strategic Plan 6.1. Promote an atmosphere of lifelong learning and professional skills enhancement among staff).
- Books & Bites – Teen Book Chat now has a designated brochure handed out at each meeting, including information on new and upcoming book titles, recent teen librarian book reviews, and a monthly read-a-long title chosen by the teen librarian. However, general thematic printed book lists are still in development for the YA section. (Strategic Plan 4.6. Create thematic book lists for young adults and teens in print and on-line).

Committee Reports

Finance:

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

- Integrating a line item for the new building funds repayment into the budget.
- The bond is in place for Geoffrey Syme as board treasurer.
- Logistics need to be discussed regarding the impending donation to the library from a private collector of 1000 art books.
- The new capital plan discussions will continue next month.

Personnel & Policy:

Sandy Nebel reported that the committee met and discussed:

- The AED/CPR course for library staff volunteers will take place on May 20th.
- The library staff luncheon took place on April 10th.
- Working on the 2026-2030 strategic plan for the library. An online (and a paper version) survey open to the residents of West Milford will be available during the summer until

August 31st. The survey questions will be designed to help us improve upon our strategic plan.

- The NJ Freedom to Read Act approved last December will be put into effect this December. A draft of our policies modified to be in compliance with the act will be voted on in next month's board meeting.
- A new library associate, Nicholas Garripoli, was hired at a prorated salary of \$52K and is set to start in his new position with us on June 2nd.

Facilities & Maintenance:

Geoffrey Syme reported the following:

- We haven't received a report from Encore Fire Protection regarding placement of the test sprinkler, so we have reached out to the Fire Marshall for his help in facilitating a response from Encore.
- Will follow up with the Chief of Police regarding installation of cameras along the story walk in an effort to deter vandalism along the walk.
- Jodi Comune plans to follow up with the school custodian to get the model info on a high capacity toilet from him.
- Cody's Mow Mow has confirmed plans to install mulch and perform weekly maintenance of the property.
- David Zuidema Septic has successfully pumped our septic system.
- The irrigation sprinklers were turned on today by Homestead Lawn Sprinkler Co.
- The backup battery for the generator is still on backorder.
- The air duct cleaning of the building performed by J&M Cooling Heating has been completed. A heating and insulation issue has come up in the attic, and we plan to consult with J&M about it.
- Issues regarding the first quarterly deep cleaning completed by Carafello's Industrial Maintenance will be addressed with him.
- Plans to follow up with Handyman and Mechanical Services regarding replacing the fluorescent bulbs with matching LEDs in The Gallery. They are also researching rounded bulb replacements for the light fixture over the computer station on the first floor.

Friends of the Library:

Sandy Nebel reported that the general meeting for the FoL took place on May 8th; nine people were in attendance and we expressed our appreciation to them for attending the meeting.

School Liaison:

Jodie Comune reported that:

- Theresa and Pam are scheduling visits with the schools to promote the summer reading program.
- She attended the trustee training regarding how to handle the media, if approached.

Action on Bills

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

Roll Call:

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

Resolutions

N/A

Unfinished Business

N/A

New Business

Sandra Nebel motioned to approve the appointment of Nicholas Garripoli as library associate effective June 2, 2025 at a prorated salary of \$52K. Geoffrey Syme seconded. All in favor, motion carried. Roll Call:

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

Public Petition

N/A

Adjournment

Mr. Jim Rogers motioned to adjourn at 7:59PM. Sandra Nebel seconded. All in favor, motion carried.

Date of Next Meeting: June 10, 2025

Minutes prepared and respectfully submitted by: Michelle Hirsch