

West Milford Township Library

Board of Trustees Regular Meeting Minutes

June 10, 2025: The regular meeting of the West Milford Township Library Board of Trustees was called to order at 7:02PM 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
Mayor Michele Dale, Mayor

Karyn Gost

Approval of Minutes

Geoffrey Syme motioned to approve the regular minutes of May 13, 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 Dale	Yes
Linda DeFranco	Yes		

Public Present

N/A

President's Report

Both the library staff professional development hours and the para-professional training hours increased last month to 18 hours and 19.5 hours respectively. Year-to-date, the staff have logged 60 hours, and the para-professionals have logged 57.5 hours, which puts us on schedule to exceed the total development hours attained last year of 107 hours for the staff, and 165 hours for the para-professionals.

The library is on the verge of implementing an historic aspect to our strategic plan for 2026-2030 via instituting a goal to infuse technology into the plan utilizing AI that is found to be beneficial to both library operations and to our patrons.

Director's Report

General Operations:

New staff member Nicholas Garripoli started on June 2, 2025.

Summer Reading Club 2025 – Color Our World - planning is nearly complete. As soon as the documents are finalized, packets will be assembled for handout. Decorations will vary between the Children's Room and the first floor, but that is common from year to year. Theresa planned with Pam for children's decoration and prizes and with Danielle for teen prizes. In addition to our kick-off program sponsored by the Friends on Wednesday, June 25th we also have a few other events happening that week and they are almost filled to capacity.

Pam, Donna and Theresa are visiting the schools to promote our Summer Reading Club 2025.

Strategic Plan:

- Six staff members attended the CPR/AED in-person training on May 20th (Strategic Plan 6.1. Promote an atmosphere of lifelong learning and professional skills enhancement among staff).
- Danielle posted and highlighted teen programming, monthly holidays incorporating Hoopla/Libby resources, and upcoming library closures on our social media accounts, Facebook and Instagram (5.2. Keep the library's website and social media updated with current information about on-going library and community activities. Explore new social media tools to better communicate with the public.)
- Danielle reached out to Bradley from Expired Comics, local games/comics store to donate comics which were handed out on Free Comic Book Day (May 3rd) (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).
- Danielle collaborated with Kirsten from 4-H Youth Development (RCE of Passaic County) for a special mental health and journal program called De-stress and Journal with Kirsten. (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).
- Danielle instructed a DIY rover craft utilizing a pre-made lesson plan from NASA's online education resources. This program incorporated STEM related skills including the engineering process. (4.4. Consider sponsoring STEM programs offered at the library in conjunction with the WM schools.)
- Pam coordinated a My First Hike and Story Time program with Camp Hope. Originally, the event was scheduled for Friday, May 23 at 1030, and due to popularity, a second event was added for the same day at 1230. (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 two school visits this month: Apshawa and Marshall Hill with 63 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).
- The May Children's STEAM Lab highlighted Origami and the Word Warriors Book Club selection was *Inside Out and Back Again*. Pam also highlighted Grace Lin, a Taiwanese-American author of both picture books and juvenile fiction during May. (4.9. Ensure equity and diversity in material selection, program offering, and services)

Committee Reports

Finance:

Geoffrey Syme reported that the Finance Committee met earlier and discussed that the Capitol Plan will be put into effect in 2026, and they are currently helping to finalize the plan in December. Some of the new additions to the plan that are being proposed include: tablets for kids, Chromebooks for young adults, STEAM technology kits, additional software for new computers (financed by the FoL), and adding insulation to the attic. The committee is open to more ideas.

Personnel & Policy:

Sandy Nebel reported that the committee met and discussed:

- Reviewing policy material selections and policy material challenges. The State Library is creating a template that we can use to modify our policies. The timeline to be in compliance with the state has been extended to December 2026.
- Nic is working on finalizing the 2026-2030 Strategic Plan Community Survey, with a deadline of August 31st for completing the surveys.
- The CPR/AED voluntary training for library staff took place last month.

Facilities & Maintenance:

Geoffrey Syme reported the following:

- We have received a recommendation from the plumber in the school district for a high-powered toilet to replace the toilets in the first floor men's room.
- We reached out to Chief Sommerville for a recommendation for added security on the story walk in an effort to discourage vandalism to it. The township is getting quotes for cameras for Bubbling Springs and the quote will include cameras for the Story Walk as well.
- We have contacted Fire Marshall Mike Muscatello regarding his assistance in facilitating repairs to the sprinkler system.
- The new batteries for the generator are in stock and will be replaced tomorrow.
- We have been added to Cody's Mow Mow schedule for adding mulch to the property.
- Handyman & Mechanical Services, LLC plans to replace the fluorescent light fixtures both in the Gallery and the boardroom with LED lights.

- Carafello's Industrial Maintenance has deep cleaned the carpets throughout the library and waxed the floors in the staff room and we have received positive feedback on both.
- Contemplating adding a playhouse to the children's library at a cost of approximately \$250; we need to find an area large enough to accommodate it.

Friends of the Library:

Sandy Nebel gave the following report:

- No meeting since the last FoL meeting was held on May 8th.
- The first summer concert is scheduled for July 7th, taking place at Wallisch Estates.

School Liaison:

Jodie Comune reported that:

- The kids are amped up for the summer reading program!
- School is out for the summer on June 19th.
- Will follow-up with Jennifer Monaco and request physical samples of each of the proposed materials as well as samples of several fonts of the library category signs to be made by the students for the library in the fall.

Action on Bills

James 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 Dale	Yes
Linda DeFranco	Yes		

Resolutions

N/A

Unfinished Business

James Rogers motioned to retroactively approve library director Karyn Gost's attendance at the NJLA 2025, which included expenses for registration, lodging, meals, and mileage reimbursement from May 28 – 30, 2025. Mayor Dale seconded. All in favor, motion carried. Roll Call:

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

New Business

James Rogers motioned to appoint an ad hoc committee consisting of Jodie Comune, Linda DeFranco, and Karyn Gost in coordination with the township for helping to plan next year's celebration of the 250th anniversary of the US. Mayor Dale seconded. All in favor, motion carried. Roll Call:

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

Mayor Dale has informed us of a new program called, "Mayor for the Day," with plans to partner with the schools to help run a contest every other month, with the library helping to pick one of the six winners via a sponsored contest taking place in the library.

Public Petition

N/A

Adjournment

Mr. Jim Rogers motioned to adjourn at 7:49PM. Geoffrey Syme seconded. All in favor, motion carried.

Date of Next Meeting: July 8, 2025

Minutes prepared and respectfully submitted by: Michelle Hirsch