

**West Milford Township Library
Board of Trustees Regular Meeting
September 14, 2021**

September 14, 2021: The regular meeting of the West Milford Township Library Board of Trustees was called to order at 7:03 PM by Dr. Joan Oberer in the Library Conference Room of the West Milford Township Library and Community Center.

Open Public Meetings Law

Dr. Joan Oberer reviewed the announcement.

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

Dr. Joan Oberer, President	
James Rogers, Vice President	Timothy Domick
Geoffrey Syme, Treasurer	Sara Cassaro
Sandra Nebel, Secretary	
Linda Connolly	
Mayor Michele Dale (via telephone)	
Jodie Comune, Delegate, Superintendent of Schools	

Absent

Public Present

None

Approval of Minutes

Mr. James Rogers motioned to approve the amended minutes of August 10, 2021. Ms. Sandra Nebel seconded. All in favor, motion carried.

Mr. James Rogers motioned to approve the Executive session minutes of August 10, 2021. Dr. Joan Oberer seconded. All in favor, motion carried.

President's Report:

I have continued to work closely with Civil Service, Timothy Domick, Union contract negotiations and counsel.

Director's Report

- Attended grant proposal workshop, the emphasis was on having detailed projects on hand. Ms. Cassaro and Mr. Domick are working on having those ready.
- Attended the Pals Plus meeting where they presented a revised funding formula determining how members will pay for shared services. The formula presented by the task force will be presented to the consortium in the near future to be voted on by the membership.
- Summer reading – goal set was 50,000 minutes – we read 95,472 66.3 days! Kudos to the West Milford community of 257 readers!
- Re-launch of e-mail newsletter to go out twice a month to highlight upcoming newsletter.

Personnel

- Asked to implement formal monthly staff meetings. Previously had been doing this more informally. Tough to get all staff members together so instituted implementing continuing talking in small groups and following up with formal e-mails.

Committee Reports

Finance: Geoffrey Syme, Chairperson, reported that the committee met earlier this evening.

- We had a brief committee meeting this evening, main subject was the audit which was just released. Copies were passed out to the Board. The audit was favorable, no adverse findings. From a financial standpoint, everything looks good.

Personnel & Policy: James Rogers, Chairperson, reported that the committee met earlier this evening.

- Recommending to the full Board to approve a promotion Ms. Margie Sweet to senior library assistant, replacing Ms. Maria Villecca, based on performance and stellar attitude.
- If Ms. Sweet is approved, we would need to replace Margie's library assistant position.
- There will be a motion to approve the hire of Taylor Quinn as a part-time library assistant for 15 hours in the Children's Room. This position has opened because Ms. Henna Shah had to cut her hours down to seven per week.
- Motion to approve candidate Anne Rolling who is currently an MLIS student candidate set to graduate May 2022, would like to hire her as a part-time Library Associate, 20 hours at \$17/hour. Hopeful this will be an investment in the future, and down the road would like her to become a full-time Reference Librarian.
- Rules/guidelines to address the Board—we have a draft copy. Mr. Domick is working on it and will present it at the next Board meeting. Establish that it's not a dialogue—residents will express ideas/concerns to the Board President, who will respond if she wishes, rather than a back-and-forth.

Facilities: Geoffrey Syme, Chairperson, reported that the committee met earlier this evening.

- Our meeting was cut short with some other business, but discussed snowplowing bid. Mr. Syme asked Mr. Domick to discuss the process and utilizing shared services with Mayor Dale. Priorities for the DPW and town is for the roads, and not the Library's parking lot. Mr. Cahill makes us a priority, and Mr. Domick recommends we continue using Mr. Cahill. Mayor Dale clarified that the township would include library property within its bid for a private contractor, and bill back a portion of the cost back to the library. Mayor Dale would like to offer her assistance. This would include lawn care and snow removal. Mr. Domick, Mayor Dale, and the town administrator will meet to discuss.

Friends of the Library: Sandy Nebel, Liaison.

- Working on the book sale, will collect Thursday and Friday. Football team will deliver boxes Monday, Sept. 20. Went over book sale dates and invited everyone to come.

Unfinished Business

- Dr. Oberer has reached out to Linda about signage.

New Business

- Promotion of Margie Sweet to Senior Library Assistant
- Appointment of Taylor Quinn as Children's PT library assistant.
- Appointment of Anne Rolling as PT library associate.

Action on Bills

Geoffrey Syme motioned to approve the bills. Linda Connolly seconded. All in favor, motion carried.

Resolution 2021-14 – For transferring fiscal year 2020 excess funds from Operating to Capital Funds as per FY 2020 Audit. Dr. Oberer motioned to approve resolution. James Rogers seconded. Roll Call, Motion Carried

Dr. Joan Oberer	Yes
James Rogers	Yes
Geoffrey Syme	Yes
Sandra Nebel	Yes
Linda Connolly	Yes
Mayor Michele Dale	Yes
Jodie Comune	Yes

James Rogers motioned to appoint Taylor Quinn as PT Library Assistant. Joan Oberer seconded. All in favor, motion carried. (The Mayor abstained)

James Rogers motioned to appoint Anne Rolling PT Library Associate. Joan Oberer seconded. All in favor, motion carried.

James Rogers motioned to provisionally, promote Margie Sweet to Senior Library Assistant. Geoffrey Syme seconded. All in favor, motioned carried.

Resolution 2021-15 - Prior to the conclusion of this Regular meeting, the Board shall meet in Executive Session to discuss personnel issues.

Dr. Oberer motioned to approve resolution. Geoffrey Syme seconded, All in favor, motion carried.

Dr. Oberer Motioned to go into Executive Session seconded by Geoffrey Syme at 7:56pm

Dr. Oberer Motioned to exit Executive Session seconded by Geoffrey Syme at 8:24pm.

Adjournment

Dr. Oberer motioned to adjourn at 8:24 PM. James Rogers seconded. All in favor, motion carried.

Date of Next Meeting: October 12, 2021

Minutes prepared and respectfully submitted by: Sara Cassaro