

**West Milford Township Library**  
**Board of Trustees Regular Meeting**

**May 10, 2022**

**May 10, 2022:** The regular meeting of the West Milford Township Library Board of Trustees was called to order at 7:04 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	Sara Cassaro
James Rogers, Vice President	Kathy Simmons Collins
Geoffrey Syme, Treasurer	Elyse Schear
Sandra Nebel, Secretary	Anne Rolling
Linda Connolly <b>Absent</b>	
Jodie Comune (Superintendent rep.)	
Mayor Michele Dale <b>Absent</b>	

**Public Present / None**

Elyse Schear Presentation of a gift of appreciation.  
Anne Rolling appointment of Library 1 position.

**Approval of Minutes**

Mr. Rogers motioned to approve the regular minutes of April 12, 2022. Mrs. Nebel seconded. All in favor, motion carried.

**President's Report**

- Regrettably, we are accepting Sara Cassaro's resignation.
- Thanks Mr. Rogers & Mr. Syme for attending the Doris Aaronson celebration of life.
- The Personnel committee is still working on the personnel manual.
- Thanks to Sandy for working with the Friends to finalize the plaque and pick it up for us.
- I have worked through the process of Civil Service for the competitive and non - competitive position.

**Interim Director's Report**

**General Operations**

Things continue to run smoothly here, as more people are in the building for both Library and Recreation events. We have a good calendar of events coming up for the warmer months, and we are working on plans to handle the upcoming changes happening on staff.

### ***Facilities***

- Unfortunately, COVID continues to be an issue, and that is delaying the painting of our stairwells. Joe from Mr. Fix-All is currently dealing with a sick staff, but expects to be able to have painters in at the end of this month.
- I am waiting for the upcoming Facilities Committee meeting to discuss repairs on the outside of our building after the car accident into the building on April 19. Once we have the estimates, I will forward them to the Township.

### ***Personnel***

- I recommend hiring a Library Associate position with a social media/marketing focus to help fill out the reference side of the schedule. I am also proposing we list for a Library Assistant position at a minimum of 15 hours per week, preferably for more, to cover some gaps as well.
- I have forwarded the information regarding retroactive raises to the Township payroll department. They said normally the Director and bookkeeper work out the numbers, so Kathy and I are working on that now.
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### ***Programming***

- Programming continues to be planned and executed, and we are getting better turnouts as time goes on. Our most successful adult program was the moon viewing event with Joe Molnar of Morris Museum.
- We did have to cancel our monthly movie and Don had to be a bit flexible, as the connection for our projector and HDMI cable appear to both have broken. I asked the IT department from Town Hall to take a look. The connection will be fixed in time for the next movie. I have also ordered back-up HDMI cables and an extension cord so we can easily transition to the rolling projector if we run in to issues again. I believe since COVID, some of these wires and such have been misplaced.
- My grant class was held, and though it did not have a large turnout, it went well. The equipment we were able to purchase will do great things for our own programming, and Highlands brought up the possibility of bringing an Internet safety program to their schedule. I will be following up with them and hope we have rekindled this relationship. My final grant report will be submitted by the time we meet.
- Up in Children's, programming continues to boom. Grab and Go crafts continue to be a hit. The Caricatures with Christine was the most successful in-person program, followed closely by the Engineering workshop for this month. More programs will be returning this month, including school visits and the RUFF reading to a therapy dog program. New dog Shea will be visiting us.

### ***Friends***

- I am still waiting to hear from Pat from the Friends, who is charged with developing Friends programming.

- I am still in the process of purchasing items the Friends have generously donated, and am working with Gary to make it all happen.
- The first month of the return of the food pantry bin was successful, and I hope it continues.

### ***Public Relations/Technology***

All librarians will be “on deck” after Elyse’s departure to ensure our PR continues. Elyse will show Anne the ropes of Fine Print, and I will continue the email newsletter. I will be meeting with the reference side to discuss new processes that will work best to continue to get word about our programs out.

## **Committee Reports**

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

- We discussed the car accident and we are working with Travelers to get an estimate as well as our own estimate.
- We spoke about staffing and our salary budget.
- We will be discussing grant opportunities.

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

- Library vacancy notice. Sara will post that in the usual places.
- Sara needs to meet with the committees for exit strategies so that everything can keep running smoothly once she leaves.
- NJ Library Association Conference-see if Ms. Rolling or Ms. Bindler would like to attend.
- Process for Hiring is in place.
- Virtual Library forum is available for Trustees and staff to take online classes.
- Personnel manual is a work in progress.

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

- The landscaping contract has been approved in April and we are waiting for a cut. Replacement landscaping has to be done and the two lilac bushes will be planted at that time.
- Storm water grates need to be cleared. Sara will reach out to the township and contact the appropriate party.
- We are moving forward with the sign quote. Sara Cassaro will be moving forward with a smaller size sign.
- The plaques are finished and need to be installed.

***Friends of the Library:*** Sandy Nebel, Liaison reported on Friends matters. We have not meet. June 10<sup>th</sup> will be the next meeting so I do not have a lot to report on.

- We celebrated Librarian week with a sheet cake and gift cards.
- Thank you to Mr. & Dr. Oberer for purchasing and installing the two Lilac bushes in Marty Tappan’s honor.

- We have installed two new book boxes at Bald Eagle Village and Holy Lutheran Church in Newfoundland.
- Thank you for starting up the food pantry box in the library lobby.

### **New Business**

Dr. Oberer Motioned to accept the resignation of Sara Cassaro effective June 7, 2022. Mr. Syme seconded. All in favor, motion carried.

Moving the day/date of the committee meeting.

Mr. Rogers motioned to promote Ms. Rolling as Librarian 1 effective June 1, 2022 at the negotiated salary. Dr. Oberer seconded. All in favor, motion carried.

Ms. Nebel had the opportunity to speak with Ms. De Knight personally and suggested highlighting one employee per month so we can get to know them better.

Dr. Oberer Motioned to approve the executive session minutes of February 8<sup>th</sup>, March 8<sup>th</sup>, and April 12<sup>th</sup> 2022, minutes as presented. Mr. Rogers seconded. All in favor, motion carried.

### **Unfinished Business**

Signage and landscaping which we discussed previously in Facilities.

### **Executive Session**

It was agreed upon that no executive session was needed at this time.

### **Action on Bills**

Mr. Syme motioned to approve the bills. Dr. Oberer seconded. All in favor, motion carried.

### **Public Petition**

No public present.

### **Adjournment**

Mr. Rogers motioned to adjourn at 7:58 pm. Dr. Oberer seconded. All in favor, motion carried.

**Date of Next Meeting:** June 14, 2022.

Minutes prepared and respectfully submitted by:

Kathy Simmons Collins