



MILLBURN FREE
PUBLIC LIBRARY

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AGENDA

Library Board of Trustees – Monday, March 16, 2015 – 7:30 P.M.

Location: Williamsburg Room of the Millburn Free Public Library

- I. Sunshine Law Announcement
In accordance with Public Law 1975, Chapter 231, approved October 21, 1975, and known as the "Open Public Meetings Act", be advised that notice of this meeting has been duly made.
- II. Approval of the Minutes of February 23, 2015.
- III. Approval of the Bills
- IV. Public Comments
- V. Director's Report
- VI. Committee Reports
- VII. Old Business
 - Tutoring in the Library
 - Insurance
 - Reciprocal Borrowing
- VIII. New Business
 - 2014 Annual Report
- IX. Executive Session
- X. Adjournment

MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING
March 16, 2015

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, March 16 23, 2015 at 7:30 p.m. at the Library. Present were: Mr. Strickler, who presided, Mr. Eddy, Mrs. Wasserman, Mr. Freedman, Mrs. Eisner, Mr. Gaylord, Mrs. Haimoff and Mr. Banick.

Mr. Strickler opened the meeting and read the Sunshine Law Announcement.

MINUTES:

Mr. Strickler moved that the minutes of February 23, 2014 be accepted as presented with the correction that Mrs. Eisner, not Mr. Eddy is the Vice President of the Board of Trustees for 2015. Mrs. Haimoff so moved. Mr. Freedman seconded the motion. All were in favor.

FINANCIAL REPORT:

Mr. Freedman and Mr. Banick compared vouchers to proposed expenditures prior to the meeting.

Vouchers #1839 - #1879 and payrolls as directed by the Township amounting to \$168,808.96 and charged to the Library's appropriation were approved for payment or ratified for payment.

Mr. Strickler asked for a motion that the Bill List be approved. Mr. Freedman made a motion to approve the Bill List as submitted. The motion was seconded by Mrs. Eisner. All were in favor.

The Bill List was approved as presented.

The Board asked what the Vendor 1-800-Got Junk was used for. Mr. Banick said spring cleaning. The Board asked what was included in the \$312.77 reimbursement to Mr. Banick. Mr. Banick said the reimbursement included travel expenses to Director's meetings, coffee for Library meetings, and \$298.53 for an electric snow blower. The snow blower will be used by the Maintenance Department of the Library to keep the entrances clear during operating hours.

PUBLIC COMMENTS:

Roni Brown, a 26 year resident of Millburn/Short Hills introduced herself and thanked the Board for letting her address them regarding her letter written to the Board about tutoring in the Library. First Ms. Brown feels that the Library has set a precedent for charging profit making entities that use the Library's facilities. These entities are unable to charge for admittance to their events or programs. All events and programs held in the Library must be open to all. Ms. Brown went on to say that tutors use the Library's facilities almost as their office space, and that tutors charge for their services, so they are a profit making enterprise. Ms. Brown stated that it is a shame for the Board to ignore a potential revenue stream like tutors. She feels that charges should be in place at least to cover the wear and tear on the Library's facilities. Second Ms. Brown feels that there is a contradiction going on. A teacher cannot tutor a student, the Millburn Board of Education sees this as a conflict of interest. In closing Ms. Brown stated that she would like the Board to think about charging private tutors who use the library, at the very least for the wear and tear they put on the building. The Board thanked Ms. Brown for coming in to speak to them about her concerns.

DIRECTOR'S REPORT

The Library is currently working off of a Temporary Budget for 2015.

The Friends of the Millburn Library donated \$10,000 for Programming. The Board thanked them for their generous donation.

Mr. Banick reported on behalf of Mrs. Ruth Binder of the Friends. The Friends Book and Film Night will be held on Wednesday, April 8, 2015 from 7:00p.m. until 9:00 p.m. in the Auditorium. The Book Sale will be held on Saturday, April 18th and Sunday, April 19th in the Auditorium. Collection of donated materials for the sale will continue until Tuesday, March 31st. The book discussion on "The Twelve Tribes Of Hattie" will be held on Monday, March 30th from 12:30 p.m. until 2:30 p.m. in the Auditorium.

Mr. Banick reported on Buildings and Grounds. The elevator was repaired three separate times during the past month. The Library's elevator company, OTIS Elevators, stated that the repairs were all unrelated. The Board asked the Director if he has a procedure in place in the event that a patron or staff member were to get stuck in the elevator. Mr. Banick stated that there is a phone inside the elevator to call for help and he assumes that the Fire Department would handle such a call. The Board asked Mr. Banick to check with the Fire Department regarding the proper procedure and report back to them. They would also like Mr. Banick to begin having the Maintenance staff inspect the elevator at closing time each night to make sure that no one is stuck inside overnight. Mr. Banick said that he will make the inspection part of the staff's closing procedures.

Excessive heat in the Administrations Offices was repaired by Trane. The repairs were done at the same time as the Annual Service call so the Library incurred no repair charges.

Mr. Banick reported on Personnel. The Information Services Department held a staff meeting to go over using e-readers. The staff being proficient on the devices will help to serve Millburn's patrons better.

Mr. Banick reported on Statistics. Visitation is up 4.5%. Checkouts are up 8%. Information Services in the Reference Department are still down. Mr. Banick is surprised that this statistic has not seen an uptick because the department is at full staff now. Hoopla saw 399 checkouts at a cost of \$718.00. Registration for Hoopla was up by 28 users in February bring the total users to 206. The Self Check Out Machines account for 23.5% of all checkouts for the month. The breakdown is still 2 to 1 with the Children's Department taking the lead. The Public Fax Machine earned a \$0.71 commission in February. There were 32 programs held in February. 28 children's, 2 teens, and 2 adult.

Mr. Banick reported on Technology. Zinio has a new interface that makes the service easier to use for patrons. Young Adult Librarian, Jennifer Lemke, offered coding classes to the teens of the Township. They were well attended. Staff trained on the 3D printer. When the use policy is in place there will be a public launch.

Mr. Banick reported on Collection Development. Diane Bratton, Head of Circulation attended a BCCLS program on collection at their Hackensack headquarters. Ms. Bratton reported that the seminar was useful in helping to understand what materials circulate and which ones do not do as well in Millburn's collection. Ms. Bratton reported that she and her staff are now better prepared to weed, evaluate, and update Millburn's current collection. The Board asked if the Library had enough shelve space to handle additions to the current collection and if the Library was keeping up with patrons current demands. Mr. Banick said "yes" the demand is being met, and that with weeding there is room for growth. Next, we would like to add blue ray DVD's to Millburn's collection. Ms. Bratton reported to the Director that there is a high demand among Millburn's patrons for the blue rays. Ms. Bratton and Mr. Banick are currently in the process of looking for appropriate space to shelve the new collection.

Mr. Banick reported on the Energy Audit. The Library never received an official proposal. With the LED lighting not being able to be used, the Audit had been put on hold by the vendor for the time being.

The Annual State report that also doubles as the library's application for State Aid has been submitted.

The book return located in the parking lot is broken. Replacement options are being evaluated.

Robert White, Executive Director of BCCLS has retired. Marie Coughlin has been appointed the new Director. Ms. Coughlin will be visiting all of BCCLS member Library's in the near future. When Millburn is given their date the Director will inform the Board.

Mrs. Eisner and Mrs. Haimoff will be attending the seminar "What Every Library Trustee Needs To Know – Now!" on April 9, 2015 at the Livingston Public Library.

COMMITTEE REPORTS:

Mr. Freedman and Mrs. Eisner handed out the policy for use of the 3D printer. The Board asked if Mr. Andrew Tokar was still involved in helping the Library. Mr. Banick stated that he has reached out to Mr. Tokar, but believes he may currently be on vacation. The Board then went on to hold a discussion on the printer's use. Topics included how much time a Librarian would have to spend working with the printer and patrons, what is allowed to be printed and what is not, and if the current computer policies of the Library will apply to the printer. After the discussion conclude, Mr. Strickler asked for a motion to accept the 3D Printer Policy. Mr. Gaylord so moved. Mrs. Eisner seconded the motion. All were in favor.

Mr. Banick reported that the Tutoring Policy for the Library was reviewed by the Township Attorney. The Township Attorney said that the Library is not responsible for what the tutors do while in the building. The Board stated that the Library has never had any issues with the tutors that use the building outside of some noise at times. The Board also stated that they will not charge tutors for using the building. There are no ground swells of complaints from patrons. Mr. Strickler then asked for a motion to accept the Tutoring Policy for the Library. The motion was so moved and seconded. All were in favor.

The Board held a discussion on Insurance. Alex McDonald, Assistant Business Administrator, sent Mr. Banick an e-mail stating that the Township has updated the contents value of the Library based on an assessment of \$3,089,700. However this is pending the review and approval of the JIF/MEL. The two paintings valued at \$500,000 each will continue to be insured under a separate floater policy that the Township holds. The Board asked who gave the Township the assessment of \$3,089,700. Mr. Banick said it was a figure that he had calculated. The Board asked if Mr. Banick has a summary of how he came to the \$3,089,700 figure. Mr. Banick said "yes". The Board asked if the Library has any rare books that would need to be included. Mr. Banick said "no". The Board asked who concluded that there were no rare books to be included in the figure. Mr. Banick said "he did". He went on to say that he has a background in rare books and that the old books the Library has are not particularly valuable monetarily speaking. The Board asked if the \$3,089,700 figure includes the replacement cost of the building too. Mr. Banick said "no" just content. The Board asked who insures' the brick and mortar. Mr. Banick said the Township at \$3.8 million dollars. The Board then discussed the

concerns they have over who owns the building and who is responsible for the contents in the building. The Township or the Trustee's. The Board asked Mr. Banick if he has any material that states who owns what and who is responsible for what. Mr. Banick said "no". The Board feels that this is a foggy point. The Township owns the building, but not the contents. Who's who and what's what. The Board said that this is a simple question for the Township Attorney. The Board instructed Mr. Banick to ask the Township's Attorney for an opinion on the above matter and to report back to them at the April 20th Board Meeting. In closing the Board asked if a document exists of the appraisal value of the two Dufner paintings hung on the first floor of the library. Mr. Banick said "yes". The Board instructed Mr. Banick to circulate the materials for their review at the April 20th Board Meeting.

The Board discussed Reciprocal Borrowing. Mr. Banick handed out a report he prepared discussing the different types of borrowing. Millburn is in a Consortia Borrowing System. As of January 1, 2015 BCCLS dropped out of open borrowing for financial reasons. This impacts Millburn because patrons can no longer borrow from outside of BCCLS. Because of this change Mr. Banick may like Millburn to consider re-entering the ReBl borrowing system. There is no cost to Millburn to re-enter ReBl. The Board then held a discussion on ReBl. The Board recalled that there were reasons that Millburn withdrew from ReBl. One big reason was that it offered no universal catalogue. The Board also likes the BCCLS borrowing system. They feel that it is seamless and like it. In closing the Board would like Mr. Banick to investigate other borrowing opportunities that have no cost to Millburn and report back to them at the April 20th Board Meeting.

OLD BUSINESS:

There was no Old Business.

NEW BUSINESS:

Mr. Banick asked for the Boards permission to publish the Annual Report for 2014 on the Library's website. The Board unanimously agreed.

The Board went into Executive Session at 8:40 p.m. to discuss personnel matters.

The Board came back into Regular Session at 8:45 p.m.

Mr. Banick handed out a Draft Copy of the 2015 Budget. The Board will discuss the Budget at the April 20th Board Meeting.

Mr. Strickler asked if there was any further business before the Board before adjournment.

Seeing none Mr. Strickler requested a motion to adjourn the meeting. Mr. Eddy "so moved". Mrs. Wasserman seconded the motion. All were in favor.

The meeting adjourned at 8:46 p.m.

Respectfully Submitted,

Patricia Giambattista