



MILLBURN FREE  
PUBLIC LIBRARY

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## AGENDA

**Library Board of Trustees – Monday, May 18, 2015 – 7:30 P.M.**

**Location: Williamsburg Room of the Millburn Free Public Library**

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- 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 April 20, 2015.
- III. Approval of the Bills
- IV. Public Comments
- V. Director's Report
- VI. Committee Reports
- VII. Old Business
- VIII. New Business
- IX. Executive Session
- X. Adjournment

**MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING**  
**May 18, 2015**

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, April 20, 2015 at 7:30 p.m. at the Library. Present were: Mr. Strickler, who presided, Mr. Eddy, Mr. Freedman, Mrs. Eisner, Mr. Gaylord, Mrs. Haimoff and Mr. Banick. Mrs. Wasserman was absent. In Mrs. Wasserman's absence, Mr. Banick called the roll.

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

**MINUTES:**

Mr. Strickler asked for a motion that the minutes of April 20, 2015 be accepted as presented. Mrs. Haimoff so moved. Mr. Freedman seconded the motion. All were in favor. Mr. Strickler abstained due to his absence from the April 20<sup>th</sup> Board Meeting.

**FINANCIAL REPORT:**

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

Vouchers #1928 - #1961 and payrolls as directed by the Township amounting to \$165,877.35 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. Mrs. Eisner made a motion to approve the Bill List as submitted. The motion was seconded by Mr. Gaylord. All were in favor.

The Bill List was approved as presented.

The Board asked who the vendor Thy Cavagnaro is. This is a vendor for children's programming. The Board asked what the large sum to Mr. Banick is for. The reimbursement is for travel expenses to NJLA and BCCLS meetings. The Board asked why the ProLibra bill is still staying at a high monthly payment. Mr. Banick explained that the reason for the expense this month was to cover a staff member's sick leave.

## **PUBLIC COMMENTS:**

Mr. Strickler asked Mr. Banick if he had anything to report to the Board on behalf of the Friends. Mr. Banick said "yes". The Friends Board had their monthly meeting at which Mr. Banick provided them with the Library's "wish list" for 2015. He is currently waiting for the Friends feedback. Mr. Banick also reported that the Friends Annual Book Sale was the highest one in sales as of late. The Board stated that they enjoy having such a good, solid relationship with the Friends.

## **DIRECTOR'S REPORT**

The Library is working off of a Temporary Budget.

The 2014 Audit will begin on Wednesday, May 20, 2015. Mr. Lou Mai, CPA will conduct the audit.

Mr. Banick reported on Buildings & Grounds. There was a small fire outside in the trash can located at the rear entrance of the Library. The Fire Department was called and the fire was brought under control quickly. DPW replaced the damaged trash can liner. The new Mezzanine doors have been stained and finished. The staff room and the stage in Meeting Room A have been given a fresh coat of paint. Mr. Banick and Head Custodian, Jacelin Noel surveyed the outside of the building to identify any areas that need repair after the long cold winter. The list was forwarded to DPW.

Mr. Banick reported on Personnel. A staff meeting was held at the end of April. Reference Librarian Barbara Simmonds is on sick leave after hip replacement surgery. Mrs. Simmonds is expected to be back at work full time at the end of May. All employees have completed and turned into Administration their Annual Outside Employment Forms. The forms were then forwarded to Town Hall. Town Hall also requested that all employees fill out an Emergency Contact form. This was done and copies put into the employee's personnel files at the Library.

Mr. Banick reported on Statistics. Visitation is up over 6% from last year. Circulation is up 11.4%. Reference is up 1.7%. This is the first increase in Reference for 2015. Hoopla usage is down. There were 197 downloads. BCCLS capping the downloads at 8 per month may be effecting this number. Millburn use to allow 30 downloads per month. The Self Check Machines did 16% or 3,000 items. The Public Fax Machine saw 8 transactions. No commission was earned this month.

At this point in the meeting the Board requested that Mr. Banick number the sheets in the packet that the Board Members are given. This will make it easier to follow. Mr. Banick will do this going forward.

Mr. Banick reported on Programs. The Museum Passes started on Friday, May 1, 2015. The Friends informed Mr. Banick at their May Board Meeting that they will fund the Museums Pass Program. Mr. Banick will publicize this generous donation. The 3D printer will have a soft launch on Monday, June 8, 2015. The Board cautioned that the printer should be located in an area of the Library that will not be disruptive to patrons. Mr. Banick will stage the printer properly. Mr. Freedman asked if there have been any patron requests for this service. Mr. Banick said "not to his knowledge". Mrs. Eisner said that there has actually been one, "her husband". Mr. Banick then went on to say that some patrons asked, excitedly, if the Library was getting a 3D printer because they heard it being tested.

The Library will be subscribing to the NY Times historical database, which goes back to 1851 and has full text and is indexed.

New furniture has been ordered for the Children's Department. The current reading space area will be rearranged once the furniture arrives to provide a nice, friendly reading space for families to enjoy.

Mr. Banick met with Sgt. Michael Fatal and Officer Horace Giambattista to discuss how to improve traffic flow into the Library during the ongoing Glen Avenue construction.

The Board asked Mr. Banick a question concerning the Balance Sheet. The Unrestricted Net Assets are \$231,000.00. The Board asked if this is the Surplus figure YTD. Mr. Banick said "yes". The Board cautioned Mr. Banick that they are not looking to build a surplus at the Library and that Mr. Banick needs to keep an eye on this figure. The Board asked if he has plans in place to spend it down. Mr. Banick said he is aware of the Boards wishes and his objective is to spend it down. The Board asked if materials are being purchased every month. Mr. Banick said "yes", about \$14,000.00 this month. The Board went on to ask if this figure is in line with circulation. Mr. Banick said "yes". The Board then held a discussion on the different avenues that are available to the Millburn Library to let patrons know about new materials that are available to them. These include the Library's website, the BCCLS website, and Wowbrary.

### **COMMITTEE REPORTS:**

The Policy Committee reported on the Library Card Policy. BCCLS has changed their home library policy to allow patrons with proper photo id to check out materials if they have forgotten their library card. The Board asked if there have been issues with this in the past. Mr. Banick said "yes", it is the second most common complaint after fines. The Board stated that the new policy is fine as long as the staff of the MFPL identify first that the patron making the request actually has a valid library card. Mr. Banick said that he will instruct the staff on the new procedures. Mr. Strickler asked if the Board had any objections to the new policy. The Board had none. The new policy was accepted as

submitted. Mr. Strickler then thanked the Policy Committee members for their "excellent work".

**OLD BUSINESS:**

Mr. Banick informed the Board that he had no new information on the insurance issue. He hopes to have more information for the Board for the June 15, 2015 board Meeting.

Mr. Banick handed out the draft copy of the Library's 2015 Budget. The Board asked if the \$3,105,379.00 figure is the stipulated amount of funding for 2015. Mr. Banick said "yes, it is the 1/3 MIL". The Board then asked if the figures for payroll taxes and payroll related expenses are calculated by the Township. Mr. Banick said "yes", except for Sunday Salaries and Substitutes which are calculated by the Library. Mr. Banick then held a brief discussion on the budget handouts for the new members of the Board.

The Board then held a discussion on Surplus. Mr. Banick explained that in his first year of employment in Millburn he did not spend all of the revenues. The following year he spent \$60,000.00 of the Surplus which brought the remaining total of Surplus carried over to 2015 to \$138,000.00. In closing the Board stated that the Surplus figure must be spent down this year.

The Board then held a detailed discussion about the insurance that the Township carries for the Library. Topics included who is responsible for the contents of the Library and who properly accounts for those contents. Mr. Gaylord asked if there was a loss, is this a claim that the township is obligated to pay. Mr. Banick said "yes", the claim would be paid through the JIF. Mr. Strickler stated that this is a concern that Mr. Eddy has had for many years and that he and the Board need to have their questions addressed. The Board would like the Township Administration and Legal Counsel to furnish them in writing with the information. Is the Library responsible for any claims on losses or do all claims go through the Township? In closing the Board went on record to say that the Township has always been very good to the Library. They have always paid for any major repairs that the Library has needed. The Library and the Township enjoy a very good relationship with one another.

Mr. Freedman in looking over the budget asked what RFID System stands for. It stands for Radio Frequency Identification. It is a modern way of coding the Library's collection using radio waves. The system would cut down on repetitive motions at checkout, offer better security of materials, and help keep track of inventory.

The Board then discussed how the purchase of Print and Non-Print materials was underfunded for a time. Funding now is at a good amount and purchasing has resumed at full strength.

Mrs. Eisner asked if the Postage line item included BCCLS. Mr. Banick said "no", only the Library's mail.

Mrs. Eisner asked if the Capital figure in the proposed budget includes security for the Library. Mr. Banick said "no", that the security issue is an ongoing conversation with Mr. Gordon, Township Business Administrator.

In closing the Budget discussion, the Board would like one more opportunity to review it and would like to wait for Mrs. Wasserman to also be present to vote on it at the June 15, 2015 meeting.

The Board then held a detailed discussion regarding salaries. The Board asked how many employees make up the salary figure in the budget. Mr. Banick said "22 full time and the rest are part-time employees. The Board asked if the Self Check Machines have been able to decrease personnel. Mr. Banick said "no". The Board stated that it was their recollection that the machines being installed would reduce staffing through attrition. Mr. Banick stated that he can look into the services and tasks that are currently being performed by the staff. The Board noted that the salary line item is the largest one in the budget. It is well above any figure being spent on materials or services provided to the patrons. The Board asked if Millburn pays higher salaries than other similar surrounding communities do. Mr. Banick said "yes", Millburn is higher than other Libraries. Mr. Banick said that the goal in Millburn is to stay under 80% for personnel costs and the Library is currently at 78%. The Board is currently in a contract period with the unions and will revisit salaries during the next negotiation period.

Conversation then shifted to the library's use of substitutes. The Millburn Library currently has several agency staff working on a regular basis. Mr. Banick distributed a spreadsheet detailing the buyout costs if these people were to be taken on as regular staff. The Board went on to discuss the pros and cons of such buyouts. The pros being that one, at the current schedule, there would be no additional costs for benefits and two, the Library can set a schedule for the employee and they can still work elsewhere if they choose too. Cons include the added payroll expenses. The Board asked if these employees would be in the union and Civil Service. Mr. Banick said "yes". The Board cautioned Mr. Banick that if they approve this that he would have to be diligent in monitoring these employees, they are not to cross any benefits thresholds. Mr. Banick said "absolutely, you have my word on that". In closing the Board feels that at this time they do not see any significant risk in hiring the ProLibra employees, however they would like Mr. Banick to look everything over again and they will discuss it at the June 15<sup>th</sup> Board Meeting.

**NEW BUSINESS:**

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. 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. Gaylord "so moved". Mr. Freedman seconded the motion. All were in favor.

The meeting adjourned at 8:46 p.m.

Respectfully Submitted,

Patricia Giambattista