



MILLBURN FREE
PUBLIC LIBRARY

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AGENDA

Library Board of Trustees – Monday, June 22, 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 May 18, 2015.
- III. Approval of the Bills
- IV. Public Comments
- V. Director’s Report
- VI. Committee Reports
- VII. Old Business
2015 MFPL Budget
- VIII. New Business
Strategic Planning
- IX. Executive Session
- X. Adjournment

MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING
June 22, 2015

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, June 22, 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 asked for a motion that the minutes of May 18, 2015 be accepted as presented. Mr. Gaylord so moved. Mrs. Eisner seconded the motion. All were in favor.

FINANCIAL REPORT:

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

Vouchers #1962 - #2005 and payrolls as directed by the Township amounting to \$191,727.80 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. Gaylord 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 Library purchases from the vendor Recorded Books. The Library purchases audiobooks from this vendor. The Board asked if the \$3,993.75 payment to Martin McElroy is his fee for 2014. Mr. Banick said "yes". The Board asked who the vendor The PuppeTree Inc. is. This vendor will perform a shadow puppet show on Wednesday, July 1, 2015.

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 received a generous unsolicited donation of \$1,000.00 from the Provident Bank Foundation. The stipulation is that the gift be used for financial education. The Friends are once again very generously sponsoring all of the Summer Reading Programs for the Library. The Friends will be mailing their newsletter in the fall.

DIRECTOR'S REPORT

The Library is currently operating on a Temporary Budget.

The Library received a donation of \$200.00 from the Rolling Hills Garden Club. The Friends made a very generous donation of \$10,000.00 to the Library. This money will be used for new seating, a Blu-ray DVD cleaner, and the purchase of books.

The 2014 Audit is complete. The Township and Library are waiting for the Draft Report.

Mr. Banick reported on Buildings & Grounds. The gas meter was changed on May 19th. The entrance doors were serviced. The AV equipment in Meeting Room A was repaired by Office Business Systems. Mr. Banick then requested to purchase a new AV System for Meeting Room A and a PA system for the Library. Mr. Banick went on to say that the Library has \$3,000.00 of approved Capital Funds that can be used for improvements to the sound system and the Library can put in any difference that may be needed. The Board then held a detailed discussion on the purchase. The pros are that the building is used in times of Township emergencies and a PA system can help to inform patrons of events. One con is that the Library already has a fire alarm system, so a PA system for this safety reason is not necessary. Mr. Gaylord felt that the proposal is a good one. Mr. Strickler polled the Board, hearing only one dissent, the Board approved the purchase of the new PA system.

Mr. Banick reported on Personnel. Staff is scheduling and taking their vacation and personal time for 2015. The Township's representative from VALIC paid a visit to the Library.

Mr. Banick reported on Statistics. Visitation is up over 4%. Circulation is up 7% for the month and up 7% YTD. Reference is up slightly for the first time in 2015. Hoopla checkouts are down for the second month, due to the new cap instituted by BCCLS. Self-Check is at 18% with over 3,600 items being checked out. The Public Fax machine saw no commission for May.

Mr. Banick reported on Programs. There were 36 events in May with over 400 attendees. Jen Lemke, YA Librarian had 25 teens volunteer during the month of May for a total of

50 hours. The teens helped with programming prep, and helped to clear the shelves of old materials. The Board asked if there were any issues with the union. Mr. Banick said "no", that the teens were not taking any work away from a union member. The 3D printer launched on June 8th with no problems. One Board member stated that they still feel the printer's placement in the Library allows for it to make a disgraceful amount of noise. Patrons can here it running from the reading area in the front of the Library. The new Quiet Zone Policy has been implemented with no repercussions. The new policy also changed in that a patron's ID no longer is left at the Reference Desk. Blu-Rays unveiled on Monday, June 1, 2015 and were very well received. Museum Passes started on Friday, May 1, 2015 and had 27 uses in the first month. Both of these services result from the Friend's very generous donation. The Summer Reading Program is off to a good start with 350 children and teens registered. In closing Mr. Banick stated that Eagle Scout candidate Horace Giambattista completed his Eagle Scout Project of landscaping the rear entrance of the Library on Sunday, June 7, 2015. He stated that he hoped all of the Trustee's had a chance to see Horace's work on their way in and that the spruced up area "really looks wonderful".

COMMITTEE REPORTS:

The Policy Committee reported on the Student Proctoring Policy. A change in the language was made. The worded "faxed" was changed to "transmit". The rest of the policy remained the same. Mrs. Haimoff asked for an explanation on proctoring. Mr. Banick explained that it is when a person sits for an exam under controlled conditions. Mrs. Haimoff asked who provides the proctor and how often this occurs at the Library. Mr. Banick said "the library provides the proctor and that it happens a couple of times a year." The Board then held a discussion on special needs children using this service. Mrs. Haimoff is concerned that there are very specific guidelines when it comes to special needs children that must be met. In closing Mrs. Haimoff stated that she has a bit of a problem with this service, but will support the policy.

The Policy Committee then reported that the Public Display Policy can stand as it is.

The Policy Committee then reported on the Gallery Space Policy. The policy was reviewed and has no issues.

Mr. Strickler requested a motion to accept the policies as submitted. Mr. Freedman "so moved". Mrs. Eisner seconded the motion. All were in favor.

Mr. Strickler thanked the Policy Committee for their good work.

OLD BUSINESS:

The Board held a discussion on the 2015 Budget. Mr. Strickler opened the discussion by stating the Township gives the Library the 1/3 MIL plus money above this amount for the Library's maintenance and building and grounds repairs. This figure came in at around \$150,000.00 last year. Mr. Gaylord asked if the pension calculation is prepared by the Township. Mr. Strickler said "yes" the Township's CFO calculates this figure. Mr. Eddy stated that there is a major increase in "Non-Print - Municipal" materials for 2105. Mr. Gaylord noted the increase is \$80,000.00. Mr. Banick explained that the funding shifted from the Library's funds to Municipal for 2015. Mrs. Eisner asked where the NY Times archives are being charged. Mr. Banick said to the "Reference Databases - Municipal" line item in the budget. Mr. Eddy noted that the "Capital Improvement" line item is showing an increase from last year. Mr. Banick said that Surplus carried over from 2014 will help to pay for some of 2015's projects.

Mr. Strickler asked if there was any more questions or concerns regarding the 2015 Budget. Seeing none Mr. Strickler requested a motion to approve the 2015 Library Budget. Mr. Freedman "so moved". Mr. Gaylord seconded the motion. All were in favor.

NEW BUSINESS:

Mr. Banick asked the Board if they would consider the idea of the Library having a 3 to 5 year Strategic Plan. The Board likes the idea of a 3 year Strategic Plan. Mr. Banick would like to get input from the Friends, Township Officials, Staff Members, and the Community at large. The Board feels that the input from these sources will be valuable, but they would like the Official Sub Committee to consist of two Board Members and the Director. The Board then formed an Official Strategic Planning Sub Committee. The members are Mr. Freedman, Mrs. Eisner, and Mr. Banick.

The Board then formed an Insurance Sub Committee. Mr. Eddy was appointed as Chairman of this committee. The other two members are Mr. Gaylord and Mr. Banick. Mr. Strickler thanked Mr. Eddy and Mr. Gaylord for taking on this task. The insurance issue has been open and around for many years with not much progress as to getting many open questions answered.

The Board went into Executive Session at 8:13 p.m. to discuss personnel matters.

The Board came back into Regular Session at 8:30 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. Eddy "so moved". Mr. Gaylord seconded the motion. All were in favor.

The meeting adjourned at 8:31 p.m.

Respectfully Submitted,

Patricia Giambattista