

MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING
January 25, 2016

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, January 25, 2016 at 7:30 p.m. at the Library. Present were: Mr. Strickler, who presided, Mr. Eddy, Mr. Freedman, Ms. Burstein, and Mr. Banick. Mrs. Wasserman, Mrs. Eisner, and Mr. Gaylord were absent.

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

Mr. Strickler proposed the slate of Officers for 2016 provided by Mrs. Wasserman.

Robert Strickler -	President
Judith Eisner -	Vice President
Sumner Freedman -	Treasurer
Honi Wasserman -	Secretary

Mr. Strickler moved that the slate of Officers for 2016 be approved. Mr. Freedman so moved. Mr., Eddy seconded the motion. All were in favor.

MINUTES:

Mr. Strickler asked for a motion that the minutes of December 21, 2015 be accepted as presented with one correction. Page 4 under New Business, change the date from January 18, 2016 to January 25, 2016. Mr. Eddy so moved. Mr. Freeman seconded. All were in favor.

FINANCIAL REPORT:

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

Vouchers #2276 - #2309 and payrolls as directed by the Township amounting to \$178,031.20 and charged to the Library's appropriation were approved for payment or ratified for payment.

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

The Bill Lists were approved as presented.

The Board asked who the vendor Premier Plus is. This is a new vendor the Library is using for office supplies. The Board asked what the \$400.00 payment to employee Barbara Simmonds is for. This is Vision Reimbursement per the current contract the Library has with the CWA. The Board asked what the payment of \$587.21 to Michael Banick is for. This is reimbursement for travel to meetings, and food and refreshments for the NJLA Meeting Millburn Library hosted as well as lunch for the staff in appreciation for their participation in the Strategic Planning Sessions. The Board asked what the payment to the Treasurer State of NJ is for. This is the annual Elevator Inspection fee.

PUBLIC COMMENTS:

Mr. Strickler asked if there were any Public Comments. Mrs. Binder reported on behalf of The Friends of the Millburn Library. The next Book Discussion will be held on Monday February 1, 2016 at 2:00 p.m. in the Williamsburg Room. The book is “The Triple Package” by Amy Chua and Jeb Rubinfeld. The Friends Annual Book Sale will be held on Saturday, April 2, 2016 and Sunday, April 3, 2016. Gently used books for the sale may be dropped off at the Library from Tuesday, March 1, 2016 until Thursday, March 31, 2016. The Board asked if the sale will be advertised. Mrs. Binder said “yes”. The Friends will put out flyers, press, and social media announcements. The Board asked if the sale is once a year. Mrs. Binder said “yes”. Mrs. Binder went on to say that organizations and other libraries are welcome to any leftover books from the sale providing that they pick up the books. Once this is done all remaining books will be recycled by South Orange Disposal Company. In closing Mrs. Binder thanked Jean James for all of the work that she puts in every year to make the book sale such a great success. The Board thanked Mrs. Binder and the Friends for all of their continued good work.

DIRECTOR’S REPORT

The Library had set aside funds from the 2016 Surplus for leave time pay outs. Reference Librarian Barry Devlin will be retiring March 31, 2016 and a portion of this money will be used to pay Mr. Devlin for his remaining leave time on the books. .

Mr. Banick reported on Buildings & Grounds. The cracks on the main floor of the Library were inspected by Mr. Jerry Eger, Township Building Inspector. Mr. Eger will follow up with his recommendations for repairs. The periodical shelving will be completed in February. The vendor is awaiting delivery of the shelving materials. The security cameras are installed and will be operational in February.

Mr. Banick reported on Personnel. The Library is in its final year of the labor contract with the CWA. All union employees received their 2% salary increase on January 1, 2016. Librarian, Susan Pober, attended the Mid-Winter ALA Conference in Boston during January. The Reference Librarian position that will be vacant upon Mr. Delvin's retirement has been advertised. Prospective candidates have until Friday, February 12, 2016 to submit their application. The Library has received twelve responses as of tonight's meeting. The Board asked if the Township's other union contracts will expire December 31, 2016 as well. Mr. Banick said "yes". Mr. Strickler stated that the Board will need to form a Negotiating Committee. The Board then held a discussion on syncing negotiations with the CWA with the other township unions. Although the contracts differ, totals may be the same in the end. In closing the Board would like to properly position themselves for the upcoming union negotiations.

Mr. Banick reported on Statistics. Visitations are up 4.5% YTD. Circulation is up 4.3% YTD. Reference combined Adult and Children's is down 5.9% YTD. Mr. Banick hopes to turn this figure around in 2016 with the new desk configuration, friendlier service point contact, improved customer service and proactive outreach from the professional librarians. There were 40 Museum Passes issued in December 2015 and 466 since the program began in May 2015. The Board again thanked the Friends of the Millburn Library for funding this very popular and successful program.

Mr. Banick reported on Technology. The twelve new computers have been installed and are operating with Microsoft Office. Ms. Burstein asked how many workstations the Library has. Mr. Banick stated that there are 22. This total includes Adult and Children's. The iPad lending kiosk is installed and operating. All signs point to this being a successful service for Millburn's patrons. The Board asked why a patron has to now enter their last name in order to use a workstation. This is to protect against misuse of the computers. The Board asked how much use the 3D Printer is seeing. The printer sees around 50 items printed per month. The Board asked if there have been any controversial requests. Mr. Banick said "no".

Mr. Banick reported on Programming. There were 21 events in December 2015 with 257 attendees. Mr. Banick informed the Board that Michele "Mickey" McNany from the Paper Mill Playhouse passed away in December. Mickey held lots of wonderful programs for children here at the Library. She will be missed.

The Board held a discussion on Mr. Banick's 2015 Annual Report. The Board asked that Mr. Banick adjust some wording before publishing the report online.

COMMITTEE REPORTS:

The Insurance Committee Report is postponed due to Mr. Gaylord's absence.

Mr. Freedman reported that the Strategic Planning Committee received 132 responses from the survey they put out to date. A press release will go out to remind patrons that they have one more week to take the survey. The Committee will then prepare a draft report for the Board for the March 21, 2016 Board Meeting. Pending any changes the final report will be ready for the April 18, 2016 Board Meeting. The Board thanked the Committee for all of their hard work.

OLD BUSINESS:

There was no Old Business.

NEW BUSINESS:

Mr. Freedman said that the cartoon in last week's issue of The Item of Millburn/Short Hills was very flattering to the Library and the Director. It pointed out many of the Library's new services which is wonderful publicity for the Library.

There was no Executive Session.

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. Freedman seconded. All were in favor.

The meeting adjourned at 8:20 p.m.

Respectfully Submitted,

Patricia Giambattista