MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING
January 22, 2018

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, January 22, 2018 at 7:30 p.m. at the Library. Present were: Mr. Freedman, who presided, Mrs. Eisner, Mr. Gaylord, Mrs. Burstein, Mrs. Binder, Mrs. Ipp, Mrs. Kelly, and Mr. Banick.

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

Mr. Banick presided over the Oath of Office for Mrs. Kelly. The Board congratulated and welcomed Mrs. Kelly. Mrs. Kelly thanked the Board.

The Board took a few minutes to introduce themselves to Mrs. Kelly.

Mr. Freedman proposed the slate of Officers for 2018 provided by Mrs. Eisner and Mrs. Binder.

- Sumner Freedman - President
- Ruth Binder - Vice President
- Judith Eisner - Treasurer
- Amy Ipp - Secretary

Mr. Freedman moved that the slate of Officers for 2018 be approved. Mr. Gaylord so moved. Mrs. Burstein seconded the motion. All were in favor.

MINUTES:

Mr. Freedman asked for a motion that the minutes of December 18, 2017 be accepted as presented. Mr. Gaylord so moved. Mrs. Eisner seconded. All were in favor.

FINANCIAL REPORT:

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

Vouchers #3360 - #3390 and payrolls as directed by the Township amounting to $427,366.68 and charged to the Library’s appropriation were approved for payment or ratified for payment.
Mr. Freedman asked for a motion that the Bill Lists be approved. Mr. Gaylord made a motion to approve the Bill Lists as submitted. The motion was seconded by Mrs. Burstein. All were in favor.

The Board asked why the vendor Ms. Lin Chinese Cuisine is on the Bill List for. This vendor provided the food for the staff's 2017 Holiday Party.

The Board asked what the line item Professional Expenses – Municipal represents. This line item is used to charge expenses for library related travel, dues, conferences and related expenses.

The Board asked who Janis Werner is. Mrs. Werner is the Teen Librarian. The check is reimbursement for Teen Programming expenses.

The Board asked about the Fund Balance. It is reported in January as being $100,000.00. The Board thought the amount is greater. The figure is an estimate and will be adjusted after the books are closed for the year ending 2017.

The Bill Lists were approved as presented.

PUBLIC COMMENTS:

Mr. Freedman asked if there were any Public Comments. Mrs. Binder reported on behalf of the Friends. Mrs. Binder, Mrs. Eisner, and Mrs. Kelly met to discuss the possibility of fundraising for the Children’s Wing renovation. Some ideas included hosting an event at the Paper Mill Playhouse, or a movie night. The Friends will not proceed with any fundraising until they receive a start date for the renovations from the Board of Trustees. The Friends swore in their new Board members at their January 8, 2018 meeting. Four new people from the public also attended the January meeting. The next Fireside Book Club will be on Monday, February 5, 2018 at 2:00 p.m. in the Williamsburg Room. The book will be “The Underground Railroad” by Colson Whitehead. The quest speaker will be Professor Bernadette Wilkowski from Seton Hall University. Donations are still coming in. The total to date is $12,909.00. The Board thanked Mrs. Binder for her report and the Friends for their continued support of the Library.

DIRECTOR’S REPORT

The Library’s revenues for 2017 are ahead of the budgeted amount. An increase in Room Rentals and Donations played a role. Expenses for 2017 are below the budgeted amount. The delay in the children’s Room renovation is the primary reason. The Library will
continue to work off of a Temporary Budget until the Township Committee adopts the Municipal Budget for 2018.

Mr. Banick reported on Personnel. The Library is now in its second year of the four year contract with the CWA Local #1031. The staff received their 2.25% salary increase per the contract on the Payroll of 1-12-18.

Mr. Banick reported on Buildings & Grounds. Everything in the Library is running normally.

Mr. Banick reported on Professional Development. Mr. Banick attended the Essex County Director’s Meeting on Friday, January 12, 2018. The meeting included discussions about the current delivery situation and ways to engage the Freeholders in order to get the County Libraries on their radar for support and funding in the future. Librarian Susan Pober will be attending the ALA Mid-Winter Conference in Denver, Colorado in February. Mr. Banick will be attending the Public Library Association Bi-Annual Conference in Philadelphia in March. LibraryLink NJ will subsidize up to $750.00 for one staff development workshop per member library. Mr. Banick is going to try to get the subsidy for Millburn.

Mr. Banick reported on Technology. The 3D printer extruder was replaced under warranty. Two new computer monitors were purchased and installed. One goal for 2018 is to update the oldest Public Computers. Innovative Document Imagining will digitally covert some library documents. They will host and maintain the site. Patrons are now able to access NY Times digital. Information on the service has been uploaded to the Library’s website. Hoopla is available again to patrons. The Board asked how logins to these sites and elibrary are recorded. They appear in the Circulation stats.

Mr. Banick reported on Statistics. Visitation is flat YTD. This is attributed to the new People Counter which is more accurate. Circulation is up at year end. Reference is up 2% at year end. Museum Passes are up 2% at year end. There were 25 programs with 397 attendees. The number of programs at year end were up 6% and attendance at year end was up 33%. 7 volunteers put in 11 hours of service. 499 hours of volunteer service were recorded at year end.

The Library was closed on Thursday, January 4, 2018 due to snow.

Mr. Banick reported on BCCLS. The Executive Director position has been advertised. The search committee hopes to have a new hire in place by mid-year. BCCLS computers will be updated in March 2018 as part of the regular yearly maintenance schedule.

Mr. Banick reported on Collection Development. Mr. Banick and staff Librarians will be meeting with representatives of Baker & Taylor, one of the Library’s main book vendors, on Wednesday, January 31, 2018. The purpose of the meeting is to discuss a collection development service offered by Baker & Taylor for print materials called Automatically Yours. This service will make purchasing simple, easier and more time effective. The
service will help to ensure that Millburn will not miss purchasing popular new titles for its collection. Mr. Banick feels that this automated service will free up time that Librarians would have spent on purchasing. He is directing them to use this time to focus on curating discrete areas of the collection for patrons and to perform more outreach to the public.

Mr. Banick reported that there is no new news as far as the Bond Referendum is concerned. The Board then held a discussion regarding the Referendum. Topics included the Library waiting to see if funding will be made available to Millburn or going ahead with the Children’s Department renovation with Surplus funds already available. The need for more space with the increased population of children in the Township was brought up. The new apartments up by the Mac Cali building will bring in more children. The Washington School having no library and the Township Schools now only having three Librarians that share duties between all five elementary schools in town and the new Washington School. This may encourage parents and children to make more use of the Public Library. The Board discussed forming an Ad Hoc Committee to reach out to and encourage forming a strong relationship between the Washington School and the Library. Mrs. Kelly said that the principal, Mr. Peter Mercurio, is wonderful to work with. Mr. Freedman nominated Mrs. Eisner, Mrs. Kelly, and Mrs. Ipp to be on the Ad Hoc Committee. Mrs. Binder will serve as a substitute. The motion was seconded by Mrs. Burstein. All were in favor.

The Annual Report for 2017 has been uploaded to the website.

Mr. Banick welcomed Mrs. Kelly to the Board.

The Board discussed beginning working on the Strategic Plan for the next three or possibly five years. They will begin in 2018 in order to have everything in place for 2019.

**COMMITTEE REPORTS:**

The Building Committee reported on the Children’s Department renovations. Mrs. Eisner proposed the idea that perhaps instead of taking down the outside wall to obtain more space for the Children’s Department, the goal could be obtained with current space. The wall separating the Children’s Department from the Circulation Department could be taken down. The computer room and Librarian Susan Pober’s office and a few workroom desks would be relocated. The Circulation Department would be reorganized with the help of a professional space planner. This would give the much needed extra space to the Children’s Department, make better and more efficient use of the Circulation Department’s area all while maintaining the existing outside structure of the building and coming in at a much lower cost. The Board liked the proposal. They would like the architect to come in to look at the space. In closing Mrs. Eisner stated that the Building
Committee will meet shortly to update the Board. The Board hopes to make a decision in February on when to begin the renovations.

Mr. Freedman asked if there has been any improvement in the noise levels within the Library. Mr. Banick said “yes”. The Library will also be purchasing a white noise machine to help with the issue.

OLD BUSINESS:

There was no Old Business.

NEW BUSINESS:

Mrs. Burstien informed the Board the Township Committee has requested that the Millburn Library Board of Trustees allow their member number to increase from seven to nine. Only the Board of Trustees can increase its size. The Board asked where the impulse to increase the members is coming from. The Township Committee has many interested residents who would like to be on the Library Board. The Township Committee feels that these are new voices with new ideas worth listening to. The Library Board is the only Board in the Township that is currently not at maximum member capacity.

The Board went into Executive Session at 8:30 p.m. to discuss personnel regarding the Director.

The Board came back into Regular Session at 8:47 p.m.

The Board approved a $5,000.00 raise for Michael Banick effective January 1, 2018.

Mr. Banick thanked the Board for their support stating that Millburn is by far the best town he has worked for.

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

Seeing none Mr. Freedman requested a motion to adjourn the meeting. Mr. Gaylord “so moved”. Mrs. Eisner seconded. All were in favor.

The meeting adjourned at 8:50 p.m.
Respectfully Submitted,

Patricia Giambattista