MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING
January 23, 2017

The Board of Trustees of the Millburn Free Public Library held their regular monthly
meeting on Monday, January 23, 2017 at 7:30 p.m. at the Library. Present were: Mr.
Strickler, who presided (until Mr. Freedman was approved as President for 2017), Mrs.
Wasserman, Mr. Freedman, Mrs. Eisner, Mrs. Burstein, Mrs. Binder, and Mr. Banick.
Mr. Gaylord was absent.

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

Mr. Strickler proposed the slate of Officers for 2017 provided by Mrs. Wasserman.

Sumner Freedman - President
Ruth Binder - Vice President
Judith Eisner - Treasurer
Honi Wasserman - Secretary

Mr. Strickler moved that the slate of Officers for 2017 be approved. Mr. Freeman so
moved. Mrs. Eisner seconded the motion. All were in favor.

Mr. Freedman welcomed Mrs. Binder to the Board of Trustees and congratulated Mrs.
Burstein on being appointed as Mayor of The Township of Millburn for 2017.

MINUTES:

Mr. Freedman asked for a motion that the minutes of December 19, 2016 be accepted as
presented. Mr. Strickler so moved. Mrs. Eisner seconded. All were in favor.

FINANCIAL REPORT:

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

Vouchers #2855 - #2891 and payrolls as directed by the Township amounting to
$245,910.38 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. Strickler made a
motion to approve the Bill Lists as submitted. The motion was seconded by Mrs. Eisner.
All were in favor.
The Bill Lists were approved as presented.

Mrs. Burstine asked that the date on the Fund Balance line item on the Temporary Budget vs Actual Report be changed from 2015 to 2016. The correction will be made to the report.

The Board then held a discussion on Surplus. Members of the Board feel that the Surplus figure being brought over into 2017 is too large. They feel that the budget for 2016 was underspent and want the Director to spend down the large Surplus in 2017.

The Board asked if audiobooks are still all on tape. They are not. They are mostly CD’s today. The Board asked what the check to Chai Judaica is for. This is for a new menorah for the Library.

PUBLIC COMMENTS:

Mr. Freedman asked if there were any Public Comments. Mrs. Binder reported on behalf of the Friends. Mrs. Binder informed the Board that the Friends Annual donation drive has brought in $16,000.00 so far. The Friends Book Discussion will be held on Monday, February 6, 2017 at 2:00 p.m. in the Williamsburg Room. The book is “Between the World and Me”, by Ta-Nehisi Coates. The Friends’ own Norma Miller will be the presider. The Board thanked Mrs. Binder for her report and the Friend’s continued support of the Library.

DIRECTOR’S REPORT

Revenues continue to be ahead of projections for the year. Expenses are below expectations. $123,000.00 of the projected $161,000.00 Surplus going into 2017 is attributed to unanticipated savings in Personnel Expenses. The Budget Appropriation for 2017 is $3,241,551.00. The Library is currently operating on a Temporary Budget for 2017. After the Township adopts its budget for 2017 the Library will adopt theirs.

Mr. Banick reported on Personnel. Linda Kitchen returned from Sick Leave. The labor contract with the CWA Local #31 expired on December 31, 2016. The union informed the Library in August that they intend to negotiate a successor agreement but has not asked to begin negotiations yet.

Mr. Banick reported on Buildings & Grounds. Electric work was completed by MTB Electric, LLC. The carpet and furniture has been selected for the new YA Area. Details will be discussed in Committee Reports. The DVD shelves are beginning to show wear. New shelving will be looked at as well as possible relocation within the Library.
Board stated that they would like the Director to look at what other Libraries have and to work with a professional. The Library is still waiting for the inspection to be done regarding the falling bricks on the first floor. The Board strongly stressed to the Director that this is a very serious safety issue and it needs to be addressed immediately.

Mr. Banick reported on Professional Development. Librarian Susan Pober attended the Mid-Winter ALA Conference in January. Mrs. Pober was charged by the Director with bringing back information on early literature devices for use in Millburn. Mr. Banick will report back to the Board on her findings. Mr. Banick will chair the NJLA Finance Committee for 2017 and be a member of the NJLA Investment Committee. The NJLA Annual Conference will be held in Atlantic City from Monday April 24, 2017 thru Wednesday, April 26, 2017. Mr. Banick and selected Librarians will be attending.

Mr. Banick reported on Technology. There was a hard drive failure in the children’s Department. It was repaired by Unicom Solutions Group. The firewall will be upgraded by the same vendor in 2017. The 3D printer had a new printer head installed to address scaling problems during print jobs. The Board then held a discussion on the benefits of looking into trading the current printer in for a new one. The 3D printer Millburn owns is not really a high end printer and was on the low side of cost. Although it is only two years old it may be worth looking into an upgrade through a trade in. The Board instructed Mr. Banick to look into the trade possibility and report back to them.

Mr. Banick reported on 2016 Statistics. Visitations and Circulation were both up for the year and set new records. Reference Use was down for 2016. Museum Passes continue to remain popular with patrons.

Mr. Banick reported on Programming. December saw 20 programs with 247 attendees. Volunteering is still strong with 544 volunteer hours for 2016. Most of these hours were done by teen patrons. The Opportunity Project volunteers continued to help with shelving. Performing 75 volunteer hours in 2016.

Mr. Banick reported that BCCLS has made a change to the checkout receipt a patron receives. It now includes a statement on how much a patron saved checking out the item from the Library versus buying the item as well as the patron’s accumulated savings since joining as a patron. Mrs. Burstein asked if the total included e-books. Mr. Banick said “no”. The Board then held a discussion on the new receipts. The amounts shown are not perfect. They do not show accurately what a Millburn taxpayer pays for the services and what discounted prices the Library gets for materials. The receipt shows retail prices not the wholesale prices the Library pays. The Board feels that the receipts do not disclose this information to Millburn’s patrons.

Mr. Banick and the Board welcomed Mrs. Binder to the Board.

Mr. Banick thanked Mr. Strickler for his three years of continued leadership to the Board as President.
COMMITTEE REPORTS:

The Buildings & Grounds Committee put up a display board with the samples of the different fabrics, materials, and carpeting that has been selected for the Young Adult Area. Mr. Strickler said that the choices look very nice and that the Committee gets a round of applause for all of their hard work and dedication to the project. Mr. Freedman and Mrs. Eisner stated that the designer on the project is excellent to work with and was very well prepared for all of their design meetings.

The Board likes all of the choices and thanked the Committee for all of their hard work.

OLD BUSINESS:

Mrs. Burstein asked if the newspaper delivery situation has been settled. Mr. Banick said “no”. The deliveries continue to be an ongoing issue. The daily deliveries are still wrong. This has been going on since November 2016. The Board stated that this is not acceptable and that staff should not still be having to go out to buy the papers before opening. The Board instructed Mr. Banick to look into changing vendors to one who can provide correct reliable newspaper delivery to the Library. Mr. Banick will look at other vendors and report back to the Board.

The Board asked whatever happened to staring an ESL Program at the Library. Mr. Banick said that he feels it is best to partner with Literacy Volunteers of America to provide this service to Millburn patrons. Millburn would need to have more teachers than are interested right now in order to serve the number of interested students. The Board would like to see this programming begin. Mr. Banick will work with Literacy Volunteers of America and have the Millburn Library either host or facilitate the ESL Program and report back to the Board.

NEW BUSINESS:

The Board acknowledged receipt of the emailed draft of the Annual Library Report from the Director. The Board will review it and bring up any questions or concerns to Mr. Banick at the February 20, 2017 Board Meeting.

The Board will begin to look at noise control options for the building as well as renovations for the children’s Department in 2017.
The Board went into Executive Session at 8:15 p.m.

The Board came back into Regular Session at 8:30 p.m.

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. Mrs. Eisner “so moved”. Mrs. Burstein seconded. All were in favor.

The meeting adjourned at 8:31 p.m.

Respectfully Submitted,

Patricia Giambattista