

MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING

January 25, 2021

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, January 25, 2021 at 7:30 p.m. via Zoom. Present were: Mrs. Binder, who presided, Mrs. Eisner, Mrs. Kelly, Ms. Sherman, Mrs. Miggins, Ms. Chenofsky Singer and Mr. Banick.

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

Mr. Banick presided over the Oath of Office for Ms. Lisa Chenofsky Singer who was appointed by the Township Committee to the Library Board of Trustees. The Board congratulated Ms. Chenofsky Singer on her appointment. Ms. Chenofsky Singer thanked the Board.

Mrs. Binder on behalf of the Board and the Millburn Library welcomed new Trustees Mrs. Miggins and Ms. Chenofsky Singer.

Mrs. Binder proposed the slate of Officers for 2021 provided by the Nomination Committee.

Ruth Binder -	President
Dorothy Kelly -	Vice President
Judith Eisner -	Treasurer
Amy Ipp-	Secretary

Mrs. Binder asked for a motion to approve the slate of Officers for 2021 be approve. Mrs. Miggins so moved. Ms. Sherman seconded. All were in favor.

MINUTES:

Mrs. Binder asked the Board to review the minutes.

Mrs. Binder asked for a motion to accept the minutes of December 21, 2020 as submitted with two changes. On page 6 under Friends to read "was held". On page 5 under Committee Reports change "complaint" to "compliant". Mrs. Eisner so moved. Mrs. Kelly seconded. All were in favor.

TEMPORARY BUDGET:

Mrs. Binder asked for a motion to approve the Temporary Budget for 2021. Mrs. Kelly 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 #4863 - #4901 and payrolls as directed by the Township amounting to \$139,302.13 and charged to the Library's appropriation were approved for payment or ratified for payment.

Mrs. Binder asked for a motion that the Bill Lists for January be approved. Ms. Chenofsky Singer made a motion to approve the Bill Lists as submitted. The motion was seconded by Mrs. Kelly. All were in favor.

The Bill Lists were approved as presented.

The Board asked if the payment to Baker & Taylor was typical for one month. It is lower than normal due to the pandemic. Non-Print materials are where increases in spending are showing. The vendor Mooney General's payment is up for January. This is attributed to new cleaning protocols in place due to the pandemic. Mooney General is the Library's supplier of janitorial supplies.

PUBLIC COMMENTS:

Mrs. Binder asked if there were any Public Comments. Mrs. Kelly reported for the Friends.

Mrs. Kelly reported on Programs. The Membership Drive is going very well with \$18,000.00 raised to date. Although memberships have declined donations have increased and the Friends continue to reach out to the community. The Annual Book Sale is still unlikely to be held this Spring. The Member-Merchant Initiative that began in December 2020 is doing fantastically. Thirteen merchants are participating to date. The Friends hope that the program will help to encourage the public to shop locally and support local businesses. There will be a total of eight programs until the end of May 2021. All programming will be via Zoom. Animals in Winter with Cora Hartshorn Arboretum has thirty participants signed up with twenty on a wait list. This is the first time the Friends and the Arboretum have teamed up for a program. The History of Greenwood Gardens will be held on Tuesday, April 6, 2020 at 7:00 p.m. This program

comes just in time for the reopening of Greenwood Gardens to the public. The Friends continue to support the Library's Museum Pass Program.

Mrs. Binder reported on the Fireside Book Club. The next one will be held on Monday, February 1, 2021 at 2:00 p.m. via Zoom. The book will be " Breathe: A Letter to My Sons" by Imani Perry. The moderator for the program will be Millburn Librarian Jon Michaud. On March 1, 2021 at 7:00 p.m. also via Zoom the book will be "Beyond the Ghetto Gates". The guest for the evening will be author Michelle Cameron. Mrs. Binder reminded everyone that the books for the Fireside Chats are on reserve at the Reference Desk. The Friends do their very best to encourage new members to join the book club by offering alternating afternoons and nights for the program. The goal is to reach all who are interested. Mrs. Kelly added that the books are also available electronically.

Mrs. Miggins asked if there are any fees for the Friends Programs. There are not. Mrs. Kelly said that she would send Mrs. Miggins flyers in time for the next Township Committee Meeting. Mrs. Miggins then asked the Friends to talk about the Member-Merchant Initiative so that she could tell the Township Committee about it at their next meeting. Mrs. Kelly explained that it is a brand-new benefit that Friends Members can enjoy. It is meant to support local Millburn-Short Hills businesses. Encourage members to shop locally while enjoying discounts on certain merchandise. As of today, thirteen merchants are participating in the initiative . Mrs. Miggins thanked Mrs. Kelly and the Friends for taking the time to educate her on the subject. Ms. Chenofsky Singer asked if the membership covers any other towns. It does not. The Friends want to support the local businesses. Their criteria are to help the many local businesses that continue to struggle due to the pandemic.

Mrs. Eisner reported that on February 26, 2021 at 7:00 p.m. via Zoom there will be the program "Carla Ulbrich Live in Concert via Zoom".

In conclusion Mr. Banick thanked the Friends for their continued support of the programming for the Library, saying that the Library "can't do it by ourselves." Mrs. Binder said that "our Board members work hard and they are glad it is appreciated". Mrs. Kelly said "you're welcome, our pleasure".

DIRECTOR'S REPORT

Mr. Banick reported on the Pandemic Response. The Library continues to be in a holding pattern. The Safe Reopening Committee continues to meet regularly. Mr. Banick will keep the Board updated.

Mr. Banick reported on Finance. The Temporary Budget for 2021 is on tonight's agenda for consideration and approval. The Library's Operating Budget for 2021 will be adopted after the Township Committee adopts theirs. This usually occurs sometime in May or June. The Library's Appropriation for 2021 is down \$25,000.00 based on the 1/3MIL

calculation. In 2020 it was down \$206,000.00. By October 2021 the Library will know its number for 2022.

Mr. Banick reported on Personnel. Full time Library Assistant, Insha Fitzpatrick started on Monday, January 11, 2021. Librarian Barbara Simmonds will be retiring effective, March 1, 2021. Interviews for her replacement are ongoing. The new hire should be in place by March 2021. The CWA Local #1031 remains in a status quo period with the Library. Their contract expired on December 31, 2020. Negotiations have not begun, but may start in the Spring. The Board asked how many employees are in the union. There are twenty-one. Mr. Banick and Mrs. Giambattista are Administration and are exempt. A number of part time employees are exempt as well due to the low hours they work yearly.

Mr. Banick reported on Buildings & Grounds. Electrical repairs were made. A clogged sewer line in the second-floor ladies' room was repaired. The hanging system for the artwork in the gallery space on the first floor will be installed soon. The Department of Public Works will fill potholes in the Library parking lot once weather permits. Enhanced pandemic cleaning continues throughout the building.

Mr. Banick reported on Technology. The wireless printing app has been updated. It is faster and more reliable now. Detailed reports from BCCLS are still needed for the meeScan library app. Millburn now offers Kanopy. Kanopy is an on-demand streaming service. There are no wait lists. The Library pays per use.

Mr. Banick reported on Professional Development. Due to the pandemic employees learned how to navigate and work with Zoom. Staff clocked 192.5 hours of continuing education in 2020. This increase is also tied to the pandemic. With everything being offered online and no travel necessary more employees participated. The Board of Trustees continuing education is not reflected in the above number of hours. Their hours are separate.

Mr. Banick reported on Statistics. The Library has been opened now for six full months. Visitation is down. This is pandemic related. Ms. Chenofsky Singer asked if electronic usage is offset? Is Circulation separated out? Hard vs. electronic? It does not show in the narrative report. Ms. Chenofsky Singer stated that visitation might be lower but do you see an inverse spike? The Board then held a discussion on data collection. How the State Library uses the information to determine State Aid payments annually. And how Millburn's State Aid has not seen an increase in many years. Mrs. Miggins asked who in the State House is in charge of this? What Senator? Mrs. Binder stated that libraries are more than books for the community and that it may be time to address the issue with the State Legislators. Mr. Banick said that the Board can meet to discuss the issue. Mrs. Miggins stated that perhaps Millburn can meet with other Townships and let the State Legislators hear from more than just one Library. In closing Mr. Banick will prepare a report for the Board going back a number of years regarding State Aid and email the Board. Reference inquiries are done mostly by phone or virtual. There were 46 programs with over 700 attendees in December 2020. For the year end 2020 there were 600

programs. This is a 30% increase over 2019. There were 10,5000 attendees. Almost all programming in 2020 was virtual. The Annual Report for 2020 was distributed to the Township Committee, the Library Board of Trustees, and is available on the Library's website.

The New Jersey Library Association's new Director is Dr. Juliet Machie.

The New Jersey State Librarian is Jennifer Nelson. She will begin on Monday, February 1, 2021.

The Board then held a discussion on the charts in their packets. Mrs. Kelly noted that in the year 2017 91 books were added to the collection while 917 were discarded. This occurred do to weeding of the collection. Mrs. Miggins asked if the discarded books are donated. They are not. Not all of the discarded books are in good condition and the logistics for donating make it hard to do as well. Mrs. Kelly added that the Friends make every effort to donate their leftover books from the Book Sale. However, it can be difficult finding an organization able to handle the donation and costs can be prohibitive. Ms. Chenofsky Singer asked if the books that are discarded can be sold as revenue for the Library. Mrs. Kelly said that it can be done. The Friends made over \$30,000.00 on volume. Volume to do electronically however would be enormous. It is also not feasible to do through e-bay. There are just not enough volunteers. Mrs. Kelly loves to run the sale, but it is a big enterprise. Ms. Chenofsky Singer thanked the Board for the explanations. Mrs. Binder said you're welcome and that there is a lot to know regarding the sale.

COMMITTEE REPORTS:

Mrs. Binder assigned the Sub-Committees and their members for the year 2021.

Building & Grounds:	Mrs. Eisner, Mrs. Kelly, Ms. Chenofsky Singer
Finance:	Mrs. Eisner, Mrs. Miggins
Fundraising & naming Opportunity:	Mrs. Binder, Ms. Sherman
Personnel:	Mrs. Binder, Mrs. Kelly, Ms. Chenofsky Singer
Policy:	Mrs. Eisner, Ms. Chenofsky Singer, Mrs. Binder
Strategic Planning:	Ms. Sherman, Mrs. Eisner
Labor Negotiations:	Ms. Sherman, Mrs. Eisner, Mrs. Miggins

Mrs. Binder will reach out to Mrs. Ipp to see if she would like to be on any of the Committees. Assignments are subject to change.

There were no Committee Reports.

OLD BUSINESS:

There was no Old Business.

NEW BUSINESS:

Ms. Sherman brought up a point regarding the South Mountain Reservation usage during the pandemic as it relates to parking. The Reservation is a popular spot for people on the weekends and with limited parking available users tend to park in the Library's lot which in turn creates a problem for patron parking on the weekends. The Board then held a discussion on the Library parking lot. Topics covered included the Reservation, Field use, Paper Mill Playhouse use, and turning the Glen Avenue lot that the Township owns into parking for the Recreation Field. Mrs. Miggins, who is also a Township Committee Member, said that income for the Township is not there this year due to the pandemic. Parking permits alone went from 1,300 in sales to 130. She does not see a parking lot being look at this year or even next. In closing the Board agreed that this topic will need to be continued. There has to be a balance for all involved. The Board discussed the idea of forming a Parking Task Force, but decided that this is better handled under the already formed Building & Grounds Committee of the Library. This Committee will be tasked with looking at the issue and will include other parties such as the Recreation Department.

There was no Executive Session.

Mrs. Binder asked if there was any further business before the Board before adjournment.

Seeing none Mrs. Binder requested a motion to adjourn the meeting. Ms. Chenofsky Singer "so moved". Ms. Sherman seconded. All were in favor.

The meeting adjourned at 9:35 p.m.

Respectfully submitted,

Patricia Giambattista