MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING  
October 15, 2018

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, October 15, 2018 at 7:30 p.m. at the Library. Present were: Mr. Freedman, who presided, Mrs. Eisner, Mr. Gaylord, Mrs. Burstein, Mrs. Binder, Mrs. Kelly, Mrs. Ipp, and Mr. Banick.

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

MINUTES:

Mr. Freedman asked for a motion that the minutes of September 24, 2018 be accepted as presented. Mrs. Eisner so moved. Mrs. Burstein seconded. All were in favor.

FINANCIAL REPORT:

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

Vouchers #3755 - #3789 and payrolls as directed by the Township amounting to $180,558.56 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. Mrs. Kelly 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.

The Board asked what the payment to Lisa Heyles is for. It is a program expense. Mrs. Eisner informed the Board that the Library’s payment to BCCLS is on this month’s Bill List. The Board asked who the vendor Ready Refresh is. They provide the water coolers, water, and supplies.
PUBLIC COMMENTS:

Mr. Freedman asked if there were any Public Comments. Mrs. Binder and Mrs. Kelly reported on behalf of the Friends. Mrs. Binder reported that the Book Group Discussion night went well. Professor Bernadette Wilkowski from Seton Hall University was the moderator. The next Book Discussion will be held in the evening. The Friends are hoping that by switching off the times between day and evening more people may be able to attend. They hope to reach a new evening audience. Mrs. Kelly reported that the Friends are waiting for the installation of the second Little Free Library at the Short Hills Train Station on Chatham Road to be completed by the Department of Public Works. The Board asked by who and how often the locations need to be filled. Mrs. Kelly fills the Taylor Park location once a week. Once the second location is up and running Mrs. Kelly will enlist some help with this task. The Board then discussed installing signage on the top of the Little Libraries to ensure that people see them and create more interest in them. Mrs. Binder, Mr. Banick, and the Board thanked Mrs. Kelly. They stated that the Little Free Libraries and their success have been all thanks to her. The Board thanked Mrs. Binder and Mrs. Kelly for their reports and the Friends for their continued support of the Library.

DIRECTOR’S REPORT

Finances are in line with expectations for this point in the year. The Surplus at year’s end will be high. This can be attributed to the delay in the renovation. The Appropriation for 2019 is $3,530,465.00. This is an increase of $76,000.00 or 2.2% over 2018. The increase will go to help cover personnel and renovation costs.

Mr. Banick reported on Personnel. Open Enrollment for Health Benefits and Flex Spending Accounts is during the month of October. Part-time Librarians Kimberly Fraone and Linda Hansen resigned effective end of their work day Sunday, October 28, 2018. They worked Sundays. The Library will evaluate staffing needs on Sundays for 2019 and perhaps make some changes to the current schedule. During November and December the Library will cover their shifts with current staff and ProLibra.

Mr. Banick reported on Professional Development. Mr. Banick attended the LJ Design Institute at the Cherry Hill Public Library in September, where he was able to show the Library’s current plans to designers and architects. It was reassuring to know that other firms felt that the Library was on the right track. Staff Development for CPR training will be held on Friday, October 26, 2018.

Mr. Banick reported on Buildings & Grounds. HVAC maintenance was done, the DPW powerwashed the sidewalks at the entrances to the Library, a leak in the sink in Room B was repaired, the yearly inspection on the boiler was performed and the boiler was put on line for the winter season. The Township engineer has received Community Development Block Grant money to install ADA complaint sliding doors on the Glen
Avenue entrance of the Library. No one bid on the original specs. The Engineer is in the process of re-bidding the job.

Mr. Banick reported on Statistics. Visitation is down. Circulation is up. Reference is up. 12 teens volunteered for 30 hours.

Mr. Banick reported on Renovation Plans. The State Library spoke at the recent design meeting in Cherry Hill. They hope to have the regulations for applying for grant money ready in the Spring of 2019. Priority will be given to ADA compliance and new construction. The Board stated that with these restrictions they will have to manage their expectations for receiving any of the grant money. Mr. Banick handed out his report on opening a temporary site for the Library during the renovations. The architect has said that the Library could be closed for up to six weeks at the start of the renovation. The Board then held a detailed discussion. Topics discussed included, the need for the site and costs that would be incurred to open and run a temporary site. These costs included; leasing, furnishings, computers, phones, moving the books to and from the site. The Board then discussed the very real possibility that the closure go be much longer. Glitches during renovations almost always occur. They are very seriously weighing the costs involved for at the least amount of time a three week closure, Furniture rental alone is $10,000.00 for three months. Costs will most certainly add up if the closure went longer. In closing the Board feels that much more thought needs to go into this decision. There are still too many unknowns to decide right away.

Mr. Banick reported on BCCLS. The new Executive Director, Dave Hanson, has started in his position. Mr. Banick sent him a note wishing him well on behalf of himself, the Board, and the patrons of Millburn. Mr. Hanson plans to visit all BCCLS Libraries. Mr. Banick will let the Board know when he will be in Millburn so that they may stop by to meet him if they would like. The Board asked where he is from. Mr. Hanson is from Kansas City, Kansas. All member directors will be voting on the 2019 BCCLS Budget in two weeks’ time. An addendum to cover the delivery costs will be included. The Board then held a discussion regarding BCCLS fees and how the Millburn Library is assessed. The new delivery cost will be about $9,000.00 per member Library. Millburn’s yearly membership fee has been adjusted and is being phased in over multiple years. The operating shares model is no longer used. Used now is a base fee model. This has saved Millburn money. Millburn used to have a bill higher than $90,000.00 per year. It has come down to $76,000.00 this year. Over the next three years it should drop to $50,000.00. In closing the Board feels that the new billing metric is a fairer way to distribute the costs to member Libraries.

Mr. Banick reported on a recent gift given to the Library. The family of former Mayor and founding member of the Friends of The Millburn Library C Thomas Thomas gifted (16) Beam Bird Figurines. A gift worth approximately $30,000.00. The family would like the Library to consider renaming the Williamsburg Room to “Mayor Thomas Memorial Williamsburg Room”. The Board then held a discussion on the request. The Board feels that the gift is very nice, but not enough to warrant a re-naming of the room. Re-naming the room could open up the Library to future issues when gifts are received.
The Board discussed the idea of perhaps a plaque in memory of the former Mayor. In closing the Board feels that they need to revisit the matter and establish a policy with guidelines regarding the acknowledgment of gifts and how much of a donation is needed before areas are renamed to honor the gift giver. Until a policy is put into place and adopted by the Board they instructed Mr. Banick to acknowledge the gift and thank the family, but that the room will remain The Williamsburg Room for now.

Mr. Banick reported on Continuing Education for Trustees. BCCLS is offering an opportunity for continuing education credits. The program is entitled “Future Proofing Your Library”. A handout regarding the program was handed out to the Board. The Board of Trustees as a whole body must complete (8) hours of continuing education per fiscal year.

**COMMITTEE REPORTS:**

The Building Committee reported on the renovation. The Committee members met with the architect. A packet on the discussion was handed out to the Board. Topics discussed included, timing of the project. 38 weeks in total. 28 for planning. 10 for construction. And a 6 week closure. Costs discussed included, demolition, construction, windows, and flooring. $374,000.00 for construction. $430,000.00 for furnishings. Not included in the cost estimates are moving any books, storing them during the renovation, moving them back into place once the renovation is complete, as well as any IT costs. IT costs could be around $50,000.00. The book moving around $25,000.00. With these costs added in the total renovation comes in at around $852,000.00. The Board then discussed what funding is currently on hand. Capital Funding from the Township is $150,000.00. With the Library’s Surplus it brings the total on hand to $580,000.00. If the Library can get $200,000.00 in Surplus from the 2019 budget it would bring the total to $780,000.00. This still leaves a $72,000.00 shortfall for the renovation. The Board then discussed the scope of the renovation. They feel that perhaps having a Capital Campaign run through the Friends would be a good idea. Mrs. Binder’s daughter is versed in this field. Mrs. Binder offered to ask her daughter to come in to speak with the Board about how to proceed with such a campaign. The Board feels that it may be more prudent to delay the renovation until perhaps 2020, run a Capital Campaign to raise funds, apply to see if Millburn would qualify for any of the grant money, and perhaps ask the Township for more Capital Funding. If this all came together then they would be able to renovate the lobby and Circulation desk as well. This would create a nice flow instead of having some areas brand new while others would look more dated, and the lobby is a patron’s first impression. With the project expanded the Board stated that the cost information in the current packet is moot, but that they can use it as a starting point to get going with the Friends and a Capital Campaign. In closing the Board decided that the Friends will reach out and talk to Mrs. Binder’s daughter regarding a Capital Campaign and the current renovation will be reviewed and suspended until 2020.
OLD BUSINESS:

The Township Attorney has added a 3D Printer disclosure form to the current policy. Patrons will need to attest to the fact that they are not violating any current laws. This puts the responsibility on the patron. If it is not signed the Library can reject the printing request.

NEW BUSINESS:

Mr. Banick passed around for the Board’s review a Girl Scout Gold Award Project on the Parsil Cemetery in town that was gifted to the Library from Girl Scout and Millburn resident Alexia Klup. It will be added to the Library’s catalogue. The Board and Mr. Banick said that is was “awesome work” and thanked Miss Klup for her very generous gift.

The Board went into Executive Session at 9:00 p.m.

The Board can back into Regular Session at 9:06 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 9:07 p.m.

Respectfully Submitted,

Patricia Giambattista