AGENDA

Library Board of Trustees – Monday, October 19, 2015 – 7:30 P.M.

Location: Williamsburg Room of the Millburn Free Public Library

I. Sunshine Law Announcement

In accordance with the Public Law 1975, Chapter 231, approved October 21, 1975, and known as the “Open Public Meetings Act”, be advised that notice of this meeting has been duly made.

II. Approval of the Minutes of September 21, 2015

III. Approval of the Bills

IV. Public Comments

V. Director’s Report

VI. Committee Reports

VII. Old Business

VIII. New Business

IX. Executive Session

X. Adjournment
MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING
October 19, 2015

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, October 19, 2015 at 7:30 p.m. at the Library. Present were: Mr. Strickler, who presided, Mr. Eddy, Mrs. Eisner, Mrs. Haimoff, Mr. Gaylord, and Mr. Banick. Mrs. Wasserman and Mr. Freedman were excused.

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

MINUTES:

Mr. Strickler asked for a motion that the minutes of September 21, 2015 be accepted as presented. Mr. Gaylord so moved. Mrs. Eisner seconded the motion. All were in favor.

FINANCIAL REPORT:

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

Vouchers #2129 - #2169 and payrolls as directed by the Township amounting to $180,430.73 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. Gaylord made a motion to approve the Bill Lists as submitted. The motion was seconded by Mr. Eddy. All were in favor.

The Bill Lists were approved as presented.

The Board asked who the vendor Evanced Solution is. This is an event management tool service for the Library’s online calendar and meeting room reservation software. It also links with the electronic display by the Circulation Desk. The Board asked who the vendor Keith Schoenwalder is. Mr. Schoenwalder is a professional plumber used by the Library. The Board asked what the payment to OTIS Elevator Company was for. This is the Library’s service contract payment. The Board asked who the vendor Unicom Solutions, Inc. is and why the payment was over $9,600.00. Mr. Banick explained that Unicom is the Library’s computer and technology vendor. The October payment was high because of a past billing error on Unicom’s part that needed to be sorted out by Library Administration. The Board asked what the vendor MTB Electric was used for. This is the township’s electrician. They replaced all of the lighting in the Circulation Room.
PUBLIC COMMENTS:

Mr. Strickler asked Mr. Banick if he had anything to report to the Board on behalf of the Friends. Mr. Banick said “yes” he would give a report on behalf of Mrs. Binder. The Friends are back from summer hiatus and reconvened on Monday, October 5, 2015. The annual mailing has been sent. Friends Museum Night will be held on Thursday, October 22, 2015 in the Auditorium. The Friends accepted a $1,000.00 donation from, Provident Foundation Bank in Millburn New Jersey.

DIRECTOR’S REPORT

The Board held a discussion on the Financial Statements. The Bank Statement has been coming after the mailing date for the Board’s packets. They would like Administration to provide them with a Balance Sheet ahead of the Board meeting even if the statement is delayed. The Board went on to discuss why expenses to date against the adopted budget are so low. The Board wants the approved budget to be spent as intended. Some of the line items in question are Books – Municipal, Non-Print – Municipal, and Data Processing – Municipal. If these line items remain under spent at year end it will result in a large surplus for 2016.

The Board asked Mr. Banick how computer time is allotted for the young adult patrons of the Library. Mr. Banick stated that if a young adult comes in with a valid Library card that they may log in and use any public computer in the Library. They may also extend their time if no other patron is waiting for a computer. Mr. Banick is in the process of talking to the Librarians about possibly prioritizing computer use which is a very complex issue.

Mr. Banick then discussed with the Board purchasing a kiosk that would allow the Library to loan iPads to patrons. Mr. Banick stated that they would be useful for the school population. The Board mentioned that the Millburn schools may already provide students with these devices. If this is the case then the Library would not need to provide them. Mrs. Haimoff stated that she will find out if the schools issue the devices to the students and that the issue can be revisited after this information is received.

The State Aid check totaling $8,811.00 was received and deposited on October 14, 2015.

The funding amount for the Library for 2016 is $3,150,292.00

Mr. Banick reported on Buildings and Grounds. The boiler was serviced and inspected for the season. New drinking fountains were installed on the first and second floors.
New lighting in the Circulation Department is complete. The new doorbell has been installed at the rear entrance of the building.

Mr. Banick reported on Personnel. Open Enrollment for Health Benefits and the Flexible Spending Account is from October 1, 2015 to October 31, 2015. Staff has been reminded to use their leave time for 2015.

Mr. Banick reported on Statistics. Visitation is up 6% and up 5% YTD. Circulation is up 5% YTD. Reference is down 5% YTD. Reference has been a challenge for 2015. There were over 300 Museum Pass checkouts since the program began in May 2015. September was National Library Card sign up month. There were 154 new patrons cards registered during this period. Millburn’s previous high was 112. The Board asked if the 154 figure was all residents. Mr. Banick stated that it was mostly residents with a few out-of-towners.

Mr. Banick reported on Technology. There were 1,070 network logins on Wi-Fi and 2,400 on the computers. Software upgrades were completed on the staff and public computers. Google Chrome was installed on all of the public computers. This service will be beneficially for the school children. It will allow them to connect to their school’s assignments. The 3D Printer had 57 uses.

Mr. Banick reported on Programming. There were 13 events with 138 attendees. 12 teens volunteered for a total of 29 hours. The PaperMill held a four week program entitled “Theater for Everyone”. This is a workshop for special needs children and their families. Mr. Banick said that the Library is happy to host such a wonderful program and that the work done with the children is heartwarming. The Friends of the Millburn Library-sponsored chess lessons have resumed. The Township held its Health Fair on Thursday, September 17th. The turnout was very good. Dr. John McLaughlin, Chair, of the WWII Book Club is retiring. Mr. Banick asked the Board for permission to put up a plaque in Meeting Room A recognizing Dr. McLaughlin for his years of service to the club and the number of authors and attendees he has brought to the Millburn Free Public Library. The Board unanimously said “yes”. Some upcoming programs are “Chatham Brass” on Saturday, October 24, 2015, “A Touch of Sinatra”, on Thursday, October 29, 2015, and “Statue of Liberty”, on Sunday, November 1, 2015. All of these program have been organized by the Director, and sponsored by the Friends of the Millburn Library. The Board thanked Mr. Banick for his work with the programming for the Library and thanked the Friends for their support.

**COMMITTEE REPORTS:**

The Strategic Planning Committee reported that they have met with town staff groups and are working towards meeting with the community next. They have many notes that they are going over and will be getting their recommendations and a plan together in writing for the Board. The Board then held a discussion on extending the three year period of the plan. A three year period plan is only looking at internal issues in the
Library. Any changes to the building itself would go past a three year limit. Mrs. Eisner stated that the Board may want to consider looking not only at building expansion but also at changes throughout the building for disability access. The Board feels that even though changes to the building's structure would be funded through the Township's Capital Program, a plan extended past three years would give the Board the benefit of ideas. In closing Mr. Strickler and the Board thanked the Committee for their work.

The Insurance Committee reported that the document received from Towns Hall is very large and that it covers a lot of insurance scenarios in great detail. Mr. Gaylord is in the process of reading through the document. The Board would like who is accountable to make sure that the Library and its contents are properly insured. Is this the Board's responsibility or the Township's? The Board feels that this is a very simple question to have answered by the Township's Attorney in writing. Mr. Gaylord stated that the Board is only trying to be prudent and that he feels it will all turn out fine. If it does not the Board will need to call the Township. Mr. Gaylord will report back to the Board after he finishes the document. Mr. Strickler thanked Mr. Gaylord and Mr. Eddy for all of their work.

OLD BUSINESS:

There was no Old Business.

NEW BUSINESS:

There was no New Business.

The Board asked Mr. Banick when the Union Contract expires. Mr. Banick said "December 31, 2016". The Board will form a Negotiation Committee in 2016.

The Board asked if Librarian Barry Devlin will be replaced after his retirement in March of 2016. Mr. Banick said "yes" with an entry level new hire.

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. Gaylord "so moved". Mr. Eddy seconded. All were in favor.

The meeting adjourned at 8:30 p.m.
Respectfully Submitted,

Patricia Giambattista