MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING

October 21, 2019

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, October 21, 2019 at 7:30 p.m. at the Library. Present were: Mrs. Binder, who presided, Mrs. Burstein, Mrs. Kelly, Ms. Sherman, and Mr. Banick. Mr. Gaylord, Mrs. Eisner, and Mrs. Ipp were absent.

Mrs. Binder opened the meeting and read the Sunshine Law Announcement.

MINUTES:

Mrs. Binder asked the Board to review the minutes.

Mrs. Binder asked for a motion that the minutes of September 16, 2019 be accepted as submitted. Mrs. Kelly 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 #4247 - #4284 and payrolls as directed by the Township amounting to $354,256.60 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 be approved. Mrs. Burstein 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 why at the end of October only 60.9% of the Library’s Operating Budget for 2019 has been spent. Mr. Banick replied that the Capital Improvement line item of the budget in the amount of $610,022.00 is why. This money is reserved for the renovation project.
PUBLIC COMMENTS:

Mrs. Binder asked if there were any Public Comments. Mrs. Binder reported that Mrs. Nina Jindal resigned as President of the Friends Board to pursue other endeavors. Mrs. Binder thanked Mrs. Jindal for her many years of service to the Friends. Mrs. Kelly will take over as the Friends Vice President, will chair the group until a new president is selected. Mrs. Binder and that Board congratulated Mrs. Kelly on her new position. Mrs. Kelly reported on behalf of the Friends. The Fireside Book Club was held on Monday, October 7, 2019 at 2:00 p.m. in the Williamsburg Room. The book was “The Library Book” by Susan Orlean. The moderator was Millburn Librarian John Michaud. The Friends 40th Anniversary Event for children ages Kindergarten through 5th grade “Candy Sushi” with Chocolate Works will be held on Monday, November 4, 2019 from 1:30 p.m. to 2:30 p.m. in Meeting Room A. There is currently a waiting list for the program. The Friends will be hosting an adult ‘Chocolate Making Workshop’ with Chocolate Works on Tuesday, February 11, 2020 from 6:30 p.m. to 8:30 p.m. in Meeting Room A. The program “The Importance of Mnemonics and Reading” by former Director of the Friends Chess Tournament Michael David Wojcic will be held on Tuesday, October 29, 2019 at 6:30 p.m. in Meeting Room A. The Friends are working with the Paper Mill for them to host a joint gala on Sunday, June 7, 2020 with benefits from the gala going to the Friends. The Paper Mill has generously allotted 100 tickets to their season last performance “The Wander” to the Friends. The Friends will sell these tickets at a discount. If they are unable to sell the entire amount, they can return the unsold tickets to the Paper Mill. The Friends will begin working on the gala arrangements in the coming weeks and very much look forward to a successful collaboration with the Paper Mill. The Friends first 40th Anniversary Program the “Open House” that was held on Saturday, September 21, 2019 went very well. The Friends received a lot of positive feedback for the event and are considering making an “Open House” an annual event. The Fall Museum Night will be held on Wednesday, November 6, 2019 at 7:30 p.m. in Meeting Room A. There will be a meet and greet with the presenter township resident Mr. Nick Dawes in the gallery space before the program gets underway. All Friends Board Members. Trustees, as well as Mrs. Giambattista are welcome to attend. The event is titled “Going, Going, Gone: An Insider’s Guide to the Fascinating World of Auction”. Mr. Dawes is Senior Vice President of Heritage Auctions and a former Sotheby’s auctioneer. The Friends are sponsoring the program “Nut Topiaries and Ornaments Workshop on Tuesday, December 10, 2019 at 10:00 a.m. in the Williamsburg Room. The presentation will be given by Stephanie Murphy from Greenwood Gardens in Short Hills. The Annual BCCLS Scholarship Breakfast was held on Tuesday, October 22, 2019. The Friends donated a “Yankee’s Baseball Basket” for the Silent Auction. The Friends annual mailing did not work out as planned this year. Postcards were sent out. The postcards were nicely done and full of information, but did not include a direct ask for a donation to support the Friends and also did not include a return envelope for those wishing to donate. To address this issue the Friends sent out a new mailing on Monday, October 21, 2019 to any members of the last two years. This was about 350 to 400 people. The South Mountain
Civic Association has invited Michael Banick, Director of the Millburn Library to speak at their November 12th meeting. In closing Mrs. Burstein informed the Board that Mrs. Kelly will be receiving the Civic Award for Caring Kids at the Township Committees November 12, 2019 meeting. The Board congratulated Mrs. Kelly. The Board thanked Mrs. Binder and Mrs. Kelly for their reports and the Friends for their continued support of the Library.

**DIRECTOR’S REPORT**

Mr. Banick informed the Board that a copy of Congressman Tom Milinowski’s thank you letter is included in their packets. The Congressman thanked the Library for hosting his Town Hall.

Mr. Banick reported on Finance. The Library’s State Aid Check was received on Tuesday, October 8, 2019 in the amount of $8,828.00. The line item “Books – Municipal” will be overspent. This is in part due to the Library being on its first full year with the service “Automatically Yours”. New books came in at a brisker pace than anticipated under the Automatically Yours service. The line item “Non-Print – Municipal” however will be underspent this year. Funds from this line item will be transferred up to Book line item to cover overages. The Board asked if the books being purchased through the Automatically Yours service would have been purchased if we did not use the service. Mr., Banick said “yes”. The State Equalized Valuation Tables have been released for 2020. This is the figure used to calculate the 1/3 MIL figure for the Library from the Township. Millburn will see a decrease of 6% in 2020 or $206,000.00. Savings in the Salary line item for 2020 due to retirements will help. New hires at lower salaries will help to save at least $100,000.00. The Library will also put less money into the Capital Improvement line item in 2020. This line item is for the renovation.

Mr. Banick reported on Personnel. Library Assistant Nina Lochkareva’s retirement date was effective Tuesday, October 1, 2019. Part-Time Library Assistant Frances Eckhardt was converted to Full-Time on Wednesday, October 16, 2019. Sunday Part Time Librarian 1 positions have been filled. Lisa Palacio will start on Sunday, November 3, 2019. Kristiana Weseloh will start on Sunday, November 16, 2019.

Mr. Banick reported on Buildings & Grounds. The boiler was cleaned and passed inspection. The HVAC system received regularly scheduled maintenance. The Fire Alarm System received its regular maintenance as well.

Mr. Banick reported on Technology. Installation of new desktop computers for the staff is almost complete. One more scanner is needed for the project to be completed. The Self Check machines were upgraded. These machines are very popular with patrons and account for between 20% to 30% of the Library’s monthly checkouts. The Library’s Wi-Fi system is being adjusted and patrons will have to accept the library’s Internet Policy in order to connect.
Mr. Banick reported on Statistics. Visitation is up 10% in September and almost 4% YTD. Circulation is up 6% and 4.5% YTD. Reference is down YTD. Museum Passes are up 4% YTD. Grounds For Sculpture is no longer participating in the Museum Pass Program.

Mr. Banick reported on Programming. September had 39 programs with just under 800 attendees. 10 volunteers did 37 hours work of service. The Gallery is exhibiting “Landmarks”. This is the Art Advisory’s 21st year exhibiting during the month of October. The Friends Open House held in September was a great success. The NJ State Library sponsored program “Libraries = Success” was run in the Millburn Middle School. The initiative of the program is to encourage middle school students to sign up for library cards. Mrs. Ipp, a Library Trustee as well as the Middle School’s Librarian was instrumental in implementing the program at the Millburn Middle School. Mrs. Ipp arranged for Millburn Librarians Sarah Pardi and Janis Werner to attend Back to School Night, and arrange for her students to go on class trips to the Millburn Public Library. In the end Mrs. Ipp had 87 middle school students sign up for library cards.

Mr. Banick reported on BCCLS. The BCCLS Strategic Plan was voted on and approved at the September System Council Meeting. The 2020 Operating Budget was adopted at the Thursday, October 17, 2019 System Council Meeting along with uniform loan periods, and automatic renewals for materials. A 6th delivery route will be added by November 1st.

Mr. Banick reported on the State Library. The 1/3 MIL figure for 2020 for the Millburn Library has been published. It is a decrease of 6% from 2019.

Mr. Banick reported on Miscellaneous Items. Laura Stockholm bequeathed the Millburn Library $1,000.00 in her will. The Newark Public Library Director has accepted the Director’s position at the Jersey City Public Library. This is seen as a set back for the Essex County Libraries. The Newark Library Director was a good and close connection to the Essex County Freeholders.

**COMMITTEE REPORTS:**

The Strategic Planning Committee gave their report. Mr. Banick handed out the formatted version of the report for the Board's approval. They will be distributed to the public and uploaded to the library's website.

The Board then held a discussion on the layout of the report. Items discussed included the small format and flow with the layout.

Mr. Banick will make the necessary changes to the format of the report. Pending the formatting changes the Board unanimously approved the report for distribution.
OLD BUSINESS:
There was no Old Business.

NEW BUSINESS:
There was no New Business.

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

The meeting adjourned at 8:20 p.m.

Respectfully Submitted,

Patricia Giambattista