MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING

November 18, 2019

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, November 18, 2019 at 7:30 p.m. at the Library. Present were: Mrs. Binder, who presided, Mrs. Eisner, Mrs. Burstein, Mrs. Kelly, Mrs. Ipp, Ms. Sherman, and Mr. Banick. Mr. Gaylord was 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 October 21, 2019 be accepted as submitted with a spelling correction under Public Comments. Change Wander to Wanderer. Mrs. Eisner so moved. Mrs. Kelly seconded. All were in favor.

FINANCIAL REPORT:

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

Vouchers #4285 - #4342 and payrolls as directed by the Township amounting to $218,668.65 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 the Substitute line item spending was increasing. The increase is attributed to covering staff absences. It may still go up some more before years end. The Board stated that it was nice to see the Books line item being spent down. The Board asked why the BCCLS – Annual line item has not been fully spent for this time of the year. Millburn’s bill has dropped for 2019 due to cost restructuring. It will continue to
decrease in 2020 by $22,000.00. The Board asked who the vendor "The Doll Loft" is. This is for a children's and young adult program.

PUBLIC COMMENTS:

Mrs. Binder asked if there were any Public Comments. Mrs. Binčer reported that the Fireside Book Club book discussion was held on Monday, November 11, 2019. The book was “Becoming” by Michelle Obama and the moderator was Professor Laura Winters. It was a nice group of about 10 to 12 people. The next Book Discussion will be held on Monday, December 12, 2019 in the Williamsburg Room. The book is “Educated” by Tara Westover. The moderator will be a Millburn staff librarian. The Fall Museum Night held on Wednesday, November 6, 2019 was a huge success thanks to Mrs. Kelly. The Board thanked Mrs. Kelly for her wonderful work. Mrs. Kelly then gave an update on The Friends 40th Anniversary Upcoming Event schedule. On Tuesday, December 10, 2019 in Meeting Room A the program “Nut Topiaries and Ornaments Workshop” will be held. The program will be given by Stephanie Murphy of Greenwood Gardens. Pre-registration is required and 15 guests will be able to be accommodate. Thanks to Mrs. Eisner’s idea The Friends have signed up for Amazon Smile. When you make a purchase on Amazon the Amazon Smile Foundation will donate 0.5% of the purchase price of eligible products to the charitable organization of the buyer’s choice. The Board thanked Mrs. Eisner. Children ages Kindergarten through 5th grade enjoyed the program “Candy Sushi” with Chocolate Works on Monday, November 4, 2019. The program was so popular that the Friends will be holding a second one in the Spring of 2020 during Parent/Teacher Conferences. The 40th Anniversary of the Chess Tournament will be held on Saturday, December 14, 2019 in Meeting Room A. Notices have been sent out to all the Township schools. Non-residents are welcome too. Volunteers are also needed and welcome for the event. Mrs. Ipp asked that the flyer be sent to her. She will help to get the word out in the schools and on the school’s social media websites as well. Mrs. Kelly will forward the flyer and thanked Mrs. Ipp for her assistance. The program “The Importance of Mnemonics and Reading” by former Director of the Friends Chess Tournament Michael David Wojcio was held on Tuesday, October 29, 2019 to an enthusiastic crowd. The Friends sent out an ad hoc mailing on Monday, October 21, 2019 to any members of the last two years. This was about 350 to 400 people. They have received a good response back and have been able to recoup some of the loss they saw in donations. The BCCLS Annual Scholarship Breakfast was very nice. The Board thanked Mr. Banick for always thinking to invite them. Mr. Banick said that they are very welcome and was glad some Board members were able to attend.
DIRECTOR'S REPORT

Mr. Banick reported on Finance. Expenses are in line for this point in the year. The line item “Books – Municipal” will be overspent. The line item “Non-Print – Municipal” however will be underspent this year and funds from this line item will be transferred to the Book line item to cover the overages.

Mr. Banick reported on Personnel. Librarian Sarah Pardi had her 60-day performance review. At this point she is off to a good start and things are going well. Librarian Diane Bratton will be retiring effective March 1, 2020. She will be taking some leave time in February 2020 so her last day in the office will be before her retirement date. Mr. Banick would like to bring in an entry level Librarian 1, this is a Non-Competitive Civil Service Title, before Mrs. Bratton retires so that the new hire can be trained by Mrs. Bratton. The job advertisement would go out in December 2019. Interviews held in January 2020. A start date in February 2020. The Board agreed that this is the best way to proceed.

Mr. Banick reported on Buildings & Grounds. The heat was fixed. The electricians replaced broken ballasts and lights. DPW will address the problem with the sidewalk by the flagpole on the Glen Avenue Side of the building. The Township electricians installed an external hookup for the generator.

Mr. Banick reported on Technology. Envisionware has submitted a proposal for a flatbed scanner and new print release scanner. The cost is just above $5,000.00. Scanning is a big request from patrons and would be a good service to offer. The Board asked if the patron would pay a fee for the service. They would not. The Board asked if the scanner would replace the public copy machines. It would not. The Board is concerned that if the public will be using their own flash drives that there may be cyber security issues. They do not want to see virus passed to the Library’s network. They asked Mr. Banick to talk to the IT person first to be sure that this will not be an issue and report back to them at the December Board Meeting before moving forward. Unicom Solutions Group has merged with HBK IT, LLC. BCCLS offers IT service to its members. Millburn’s 18 public machines would be eligible to go on the service at a cost savings to the Library. For the first year it would be $17,000.00. In year 2 there would be no additional cost. In year 3 the cost would be $240.00 per machine or $4,320.00 per year. Any money not used by the Library would be held in escrow and every 5 years the escrow money would be used to replace dated public computers. The Board asked what would happen if the Library needed a new machine before the 5-year period. The computer would be under warranty so no cost would be incurred. Under the Library’s current service with Unicom / HBT IT, LLC the cost would be about $30,000.00 plus recurring annual costs and no automatic replacement. The Board asked if the computers would be the same make and model. They will be HPs but will not be all-in-one touchscreens so they will be easier to maintain. Another positive with the change over will be that BCCLS will be able to remotely fix most issues with the computers just like our current setup with Unicom / HBT IT, LLC. A tech will not need to come on site. The Board seeing only positives in the move unanimously approved the IT services for the Library’s Public Computers be
moved over to BCCLS. Mr. Banick will begin the process and have things in place for 2020.

Mr. Banick reported on Statistics. Visitation is up 3.5% YTD. Circulation is up 4.7% YTD. Millburn may surpass the 300,000 circulation mark for 2019, and if it is missed it will not be by much.

Mr. Banick reported on Programming. Programs continue to do well.

Mr. Banick reported on the Gallery Space. The Historical Society and The Friends of The Millburn Library are hosting a special exhibit. The exhibit is very interesting and if you are able to stop by and take a look you will see lots of local history.

Mr. Banick reported on BCCLS. A Friends & Trustee Workshop will be held on Thursday, December 5, 2019 at 6:00 p.m. in Mahwah, N.J. Mrs. Eisner will be attending. If any other Board member is interested in going carpooling can be arranged. The BCCLS bill for 2020 is $52,000.00. Millburn will have a foreign language service as part of the agreement. Chinese, Russian, and Spanish will be offered. Hindi is not available through BCCLS. The Library will look at other services to fill this need.

Mr. Banick reported on Miscellaneous Items. Mr. Banick was the guest speaker for the South Mountain Civic Association. It was a nice gathering and the presentation went well. Mrs. Sherman was in attendance that evening and said that it was a “great presentation”. Mr. Banick thanked Mrs. Sherman for the invitation and opportunity to present. Mrs. Sherman said “you’re welcome”.

COMMITTEE REPORTS:

The Strategic Planning Committee gave their report. The formatted version of the report has been reproduced. The Library continues to wait for guidance from the State Library regarding the New Jersey Library Construction Bond Act for $125 million that was passed on November 7, 2017. Mr. Banick handed out a proof for the Vision and Values poster and banner for the Board to look over. The Board held a brief discussion regarding changes to wording. Mr. Banick will make the appropriate changes per the Board’s recommendations.

OLD BUSINESS:

There was no Old Business.
**NEW BUSINESS:**

The Board asked if the Township is aware that the lighting is the Library’s parking lot is not working properly. DPW is aware of the issue and will be having it fixed the week of November 18th. The Board also asked if DPW could look at redoing the striping at the entrance of the Library. They are faded and it would be nice if DPW could take a look at them. Mr. Banick will relay the concern to DPW.

The Board then held a discussion on donations to the Library and requests for use of the donations or naming’s related to the donations. The Board has discussed this issue in the past. They feel that a substantial donation would be needed in order to consider a naming option. The Board said that they will revisit this issue in 2020 after they hear from the State Library regarding the Construction Bond Act and when the Library’s renovation may be able to begin.

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

The meeting adjourned at 8:30 p.m.

Respectfully Submitted,

Patricia Giambattista