MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING
November 19, 2018

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, November 19, 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 October 15, 2018 be accepted as presented. Mr. Gaylord 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 #3790 - #3821 and payrolls as directed by the Township amounting to $172,346.63 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. Mr. Gaylord made a motion to approve the Bill Lists as submitted. The motion was seconded by Mrs. Freedman. All were in favor.

The Bill Lists were approved as presented.

PUBLIC COMMENTS:

Mr. Freedman asked if there were any Public Comments. Mrs. Binder and Mrs. Kelly reported on behalf of the Friends. Mrs. Binder thanked Mrs. Kelly for a very successful Museum Night. The program was wonderful and the turnout from the public was very large. Mrs. Kelly reported that the second Little Free Library at the Short Hills Train Station on Chatham Road is complete. It is stocked and up and running. The Friends held a dedication ceremony that was very well attended by Township officials, Friends members, members of the business community, and patrons. Mrs. Kelly said that it was
very nice that the Assistant Superintendent of Schools attended. The Board of Education also has requested that the Friends install a third Little Free Library at the Board of Education Center entrance. Details for the installation will be worked out. The Board said that they think it is very nice and that the Little Free Library will help to get children interested in reading at a young age. Mrs. Binder reported that the Fireside Book Club was a nice small intimate group that had a good discussion. The next one will be held on Monday, December 3, 2018 at 7:00 p.m. in the Williamsburg Room. The book will be “The Tragic Life of Robert Peace” by Robert Hobbs. Mrs. Binder went on to say that the Friends will be alternating the book discussion next year between days and evenings. They hope that this will help to generate more interest among those patrons who cannot attend during the day. They feel that it would be nice to have more evening activities for adults. Mrs. Binder conclude by thanking Mr. Banick and the Library for the publicity for their events. It has been wonderful this year. One recent example is the posters for the book discussion that were up in the building on Election Day. 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 held for the renovations. The State Aid check was received in the amount of $8,819.00, a copy of the check was included in the Boards packet.

Mr. Banick reported on Personnel. Part-time Librarians Kimberly Fraone and Linda Hansen resigned effective end of their work day Sunday, October 28, 2018.

Mr. Banick reported on Professional Development. Mr. Banick attended the BCCLS System Council Meeting and various BCCLS Committee Meetings during the past month. Mrs. Eisner and Mr. Banick attended a BCCLS Trustee workshop entitled “Future Proofing Your Library”. They both felt the presentation had useful ideas that could help the Millburn Board of Trustees be forward thinking when preparing for the future. Librarian Janis Werner attended a BCCLS Youth Services workshop. Staff Development for CPR/AED training was be held on Friday, October 26, 2018. Staff members who participated in the training all successfully received their certifications.

Mr. Banick reported on Buildings & Grounds. The automatic doors were inspected. New rollers were installed on the interior doors.

Mr. Banick reported on Technology. Unicom Solutions Group, Inc. looked at the staff workstations to prepare for the laptops installations. Keyboard video mounts will be purchased and installed as part of the project.

Mr. Banick reported on Statistics. Visitation is up for the month but down YTD. Circulation is up 5.6% for the month and up 2% YTD. Reference is also up significantly.
There were 42 Museum Passes used last month. YTD Museum Pass use is down slightly. There were 34 programs with 699 attendees. YTD there are 347 programs with attendance up 10% over last year. 13 teens volunteered for 26 hours.

Mr. Banick reported on BCCLS. The new Executive Director, Dave Hanson, has started in his position. The 2019 BCCLS Operating Budget was approved at the October 2018 System Council Meeting with two addendums. The first is for charges for foreign language collection subscriptions and the second is for BCCLS to establish its own delivery service. The BCCLS Scholarship Breakfast was a success with over 400 attendees. Author Harlan Coben was the quest speaker. The breakfast raised over $11,000.00 for its scholarship fund.

Mr. Banick reported on the Construction Bond. Mr. Banick went to a meeting of the Essex County Library Director’s on Friday, October 19, 2018. The State Librarian was in attendance and gave an update on the $125,000,000.00 Construction Bond. Items discussed included the rollout for the bond applications, regulations regarding the application process, and the timing of the whole process from start to finish. It was also disclosed at the meeting that the decisions regarding an award of any grant money will first be made by a Select Committee who will then make a recommendation to the State Legislature. The Board asked how long after Millburn applies for grant money will they know if they made the cut in the application process. It should be after a 90 day review period according to the State Librarian pending Legislative review. In closing the State Librarian also reiterated that the grant money will only be approved for new construction, ADA compliance, and renovations. No money will be given for renovation of neglected spaces or any projects that begin before a library applies for any grant money.

Mr. Banick reported on the Edward Dufner Documentary Film. Laraine Barach has informed the library that the film has been accepted into the New Jersey Film Festival that will be held at Rutgers University in February 2019. The Board stated that this is wonderful and something that everyone in the Township can be proud of.

Mayor Burstein let the Board know that the contract for the installation of the automatic doors on the Glen Avenue entrance of the Library would be awarded on Tuesday, November 20, 2018.

Mrs. Ipp asked Mrs. Eisner what the big takeaway was from the “Future Proofing Your Library” seminar. Mrs. Eisner said that Trustees building a strong relationship with their Director, learning how to access real current needs and being able to develop plans around these needs to fund them were three of the big takeaways for her.

**COMMITTEE REPORTS:**

The Building Committee reported on the renovation. The Committee members met with the designers and architect. The Board then discussed the scope of the new plans for the
renovation involving the lobby, art gallery, and Circulation desk. They discussed the possibility of removing the security gates and replacing them with an RFID system. This however would add on an additional $60,000.00 to the renovation budget. The Board decided that they would revisit this after they see what the designer comes up with for the lobby. The Board will keep the art gallery space. It is very nice and popular with patrons. The Board then discussed in detail how they would like the renovation to benefit all patrons who use the facility and not have the benefit just be for the Children’s Department. They wish to have everyone feel welcome. They went on to discuss that they must be prudent in the scope and keep the costs and funding in the front of their minds. The Board went on to discuss the timing of the grant application. They feel that they have more that they would like to add to the plans. These items would include updating all of the meeting rooms on the second floor. These are spaces that see a lot of use by the public. The Board feels that the State keeps moving the goal post on the application and award of grant money process. They went on to discuss that it may be better to implement a Capital Campaign to raise funds and move ahead with the renovation plans on their own in 2020. Mrs. Binder reminded the Board that the Friends asked for donations that only included renovations for the Children’s Department and that at last month’s meeting the Board had touched on the Capital Campaign to help raise funds for the additional renovation work they would like to do. The Board agreed that the Capital Campaign may be the way to go. They feel that they most likely will not get very much grant money and that the updated renovation plans will require much more funding. In closing the Board decided to look into a Capital Campaign.

The Board then held a discussion regarding the noise level in the Library. Board members have personally experienced the distraction. It becomes very loud on the first floor. They have also received complaints from patrons regarding the issue. They certainly want the Library to be a welcoming space for the younger patrons but the reality that other patrons use the space at the same time needs to be taken into account. The Board discussed the idea of separate spaces and better signage to distinguish quite areas within the Library. In closing the Board feels that the Library is a public space for every one of all ages to enjoy and that they will continue to monitor the noise situation.

OLD BUSINESS:

The Board discussed the donation from the Thomas family and their request to rename the Williamsburg Room. The Board feels that renaming the room would not be appropriate, but that a plaque with the former Mayor’s name under the donation display is. The Board will decide what the plaque should say at the December Board Meeting.
NEW BUSINESS:

There was no New Business.

There was no Executive Session.

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". Mr. Gaylord seconded. All were in favor.

The meeting adjourned at 8:30 p.m.

Respectfully Submitted,

Patricia Giambattista