AGENDA

Library Board of Trustees – Monday, November 21, 2016 – 7:30 P.M.
Location: Williamsburg Room of the Millburn Free Public Library

I. Sunshine Law Announcement
   In accordance with 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. Call of the Roll

III. Approval of the Minutes of October 17, 2016

IV. Approval of the Bills

V. Public Comments

VI. Director’s Report

VII. Committee Reports

VIII. Old Business

IX. New Business

X. Executive Session

XI. Adjournment
MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING
November 21, 2016

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, November 21, 2016 at 7:30 p.m. at the Library. Present were: Mrs. Eisner, who presided, Mr. Eddy, Mr. Freedman, Mr. Gaylord, Mrs. Burstein and Mr. Banick. Mr. Strickler and Mrs. Wasserman were absent. Mrs. Ruth Binder was also present.

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

MINUTES:

Mrs. Eisner asked for a motion that the minutes of October 19, 2016 be accepted as presented. Mr. Freedman so moved. Mrs. Eisner seconded. All were in favor.

FINANCIAL REPORT:

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

Vouchers #2749 - #2799 and payrolls as directed by the Township amounting to $177,994.23 and charged to the Library’s appropriation were approved for payment or ratified for payment.

Mrs. Eisner 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. Burstein. All were in favor.

The Bill Lists were approved as presented.

The Board asked why there are checks drawn to various libraries on the Bill List. These are payments for lost items by Millburn patrons. Under BCCLS Millburn pays the Library the item is lost from and bills the Millburn patron for reimbursement. The Board asked who the vendor Ai Squared is. This vendor provides Zoom Text which is screen magnification to aid visually impaired patrons. The Board likes this service provided. Mrs. Eisner informed Mr. Banick to have the service properly advertised in the Library Newsletter and to be sure that the Township’s Senior Citizens Coordinator, Jaimee Hawkins, knows about the service so that she can let the senior population in the Township know about it. The Board asked what the $290.00 payment to Mr. Banick is for. This is reimbursement for mileage to meetings, four tickets to the Annual BCCLS
Scholarship Breakfast, and goods for the Library purchased at Home Depot. The Board asked who the vendor Sherry Miller is. This is payment to a musician holding a program at the Library. The Board asked what all the payments to the Township are for. These payments are for monthly payrolls and the quarterly reimbursement for Payroll Taxes, Pension, Group Insurance, and Utilities.

The Board then held a discussion on the Other Expense Account in the Library. What makes up this line item, who pays for certain work that is done at the Library? The Board asked Mr. Banick to explain the difference between Other Expenses in the Library and Miscellaneous Expenses. Mr. Banick said that he will report back to the Board on the two line items and what expenses are charged to them at the December Board Meeting.

In Closing the Board asked when the ProLibra bill will begin to decrease. Mr. Banick said after December 2016.

PUBLIC COMMENTS:

Mrs. Eisner asked if there were any Public Comments. Mrs. Binder reported on behalf of the Friends. Mrs. Binder thanked the Board for inviting her to attend the Annual BCCLS Scholarship Breakfast. It was very informative. The Friends Annual donation drive is underway and going very well. On Monday, November 7, 2016 Michael Tougias who has written and co-written 23 books discussed his books “So Close to Home” and “The Finest Hours”. The evening was very successful. The turnout was good and the author did a nice job. The Friends are very pleased with how the evening went. The Board thanked Mrs. Binder for her report and the Friends continued support of the Library.

DIRECTOR’S REPORT

Revenues are in ahead of schedule. This is due to an increase in receipts for Building Use. Expenses are down $180,000.00. This is primarily attributed to unanticipated savings in Personnel Expenses. In 2016 there was one retirement, with the new hire coming in at a lower starting salary, and one unpaid maternity leave. Sick Leave buy backs were also down in 2016 as well as vision reimbursements. The Substitutes line item was also down. The 2017 Surplus is anticipated to be about $180,000.00. The Board then held a discussion on surplus and what is the proper amount to carry over into 2017, as well as earmarked personnel expenses in 2017. The Board feels that there has been criticism in the past regarding the Library’s Fund Balance and they want to be fiscally responsible while still allowing for the Library to be healthy financially. Mr. Banick informed the Board that the Library received donations for the Hindu celebration of Diwali from patrons totaling $370.00. This money will be used to buy books on
Indian culture. Mr. Banick sent thank yous to the patrons who donated on behalf of the Board.

Mr. Banick reported on Personnel. Megan Pehanick is happy to be back from a six month maternity leave. Linda Kitchen remains out on Sick Leave for a broken leg until mid-December. Health Benefits Open Enrollment was held during October 2016.

Mr. Banick reported on Buildings & Grounds. The Buildings and Grounds Committee met with three designers regarding the Teen and Young Adult Area renovations. They will discuss their findings during the Committee Reports section of the meeting. The boiler maintenance is complete. The HVAC maintenance is still underway. The spiral staircase and maintenance office were painted. The leak on the roof top by the air-conditioning unit will be fixed by J.T. Penyak Industrial Roofing. Anthony Bianco will begin work on the new outdoor patio in December. A lift is being rented by the Township Engineer to inspect the first floor of the Library to insure that there are no other loose bricks that may pose a danger. The fire alarm and sprinklers in the Library were inspected, no issues were found.

Mr. Banick reported on Technology. Mr. Banick met with the Library’s computer vendor, Unicom Solutions, Inc., to review 2016. Issues such as internet login troubles, were discussed. Expectations for 2017 were agreed on. New computer monitors and scanners that will replace older models will be installed by year end.

Mr. Banick reported on Statistics. Visitation is up 8%. Circulation YTD is up 6.5%. Reference Use is down 1% YTD. Museum Passes are over 1,000 since the program began in 2015.

Mr. Banick reported on Programming. September saw 43 programs with 558 attendees. Teen and Adult (Opportunity Project) volunteers continue. Mr. Banick, Patricia Giambattista, Judith Eisner, and Ruth Binder attended the Annual BCCLS Scholarship Breakfast. On Tuesday, December 6, 2016 there will be a Trustee workshop on Capital Planning at the Tenafly Public Library. The guest speaker is Leslie Berger, retired Princeton Public Library Director. The meeting is at 7 p.m. Mr. Banick is on the Committee and offered to drive any Trustee who may wish to attend.

Mr. Banick reported to the Board that Suburban News Service is going out of business. It was a quick closing with only 10 days’ notice to the Library. The vendor EBSCO will be taking over this service. In the interim Mr. Banick as well as Patricia Giambattista (Administration), Jacelin Noel (Maintenance), and Librarians Barbara Simmonds, Megan Pehanick, Susan Pober, and Sue Willis have been purchasing the daily newspapers before the Library opens.

MFPL bookmarks and calendars are available free of charge to patrons. They have been very well received. The Library Newsletter has 130 subscribers since its start in June 2016. The Library has 565 Twitter followers.
COMMITTEE REPORTS:

The Building & Grounds Committee reported that they met with three vendors regarding the Teen and Young Adult area renovations. They narrowed it down to two of the three designs. From the two they picked Creative Library Concepts. The Committee handed out the Creative Library design to the Board. The Board then held a detailed discussion on the design. Areas discussed included features of the design, use, placement of furniture and computers, and handicap accessibility. The Board then discussed funding for the renovation. The Board asked if there is an actual budgeted amount in place so that the project is not overspent. Mr. Banick said “yes”, $30,000.00. The total is made up of the $10,000.00 Friends donation and $20,000.00 from the Capital Improvement line item in the Library’s 2016 Budget. In closing the Board likes the design and with the funding in place unanimously approved the project to go forward. The Committee stated that the next step is to inform Creative Library Concepts that they are the winners and to begin to pick colors for the furniture and paint. They informed that Board that the work should have a completion timeframe of around three months. The Board thanked the Committee members for all of their hard work.

OLD BUSINESS:

Mr. Banick reported that some members of the family of Mr. Edmund Spelman would prefer if a bench was dedicated in his memory, rather than dedicating the New Book shelves to him. The new bench could be placed on the Glen Avenue entrance in the new patio area. The Board agreed and instructed Mr. Banick to proceed with the dedication. He will do this after the family makes its decision.
NEW BUSINESS:

Mr. Banick reported that he submitted the Library's 2017 Capital Budget request to the Township. Items included in the request are: renovation of the Children's Area, sound and acoustic work in the building, LED lighting, and new furniture in the Circulation Staff Room. The total request is for $355,000.00.

The Board went into Executive Session at 8:27 p.m.

The Board came back into Regular Session at 8:35 p.m.

Mrs. Eisner asked if there was any further business before the Board before adjournment.

Seeing none Mrs. Eisner requested a motion to adjourn the meeting. Mrs. Burstein "so moved". Mr. Eddy seconded. All were in favor.

The meeting adjourned at 8:36 p.m.

Respectfully Submitted,

Patricia Giambattista