

MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING

December 16, 2019

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, December 16, 2019 at 7:30 p.m. at the Library. Present were: Mrs. Binder, who presided, Mrs. Eisner, Mrs. Kelly, Mrs. Ipp, Ms. Sherman, and Mr. Banick. Mr. Gaylord and Mrs. Burstein 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 November 18, 2019 be accepted as submitted. 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 #4343 - #4375 and payrolls as directed by the Township amounting to \$228,496.69 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. Kelly made a motion to approve the Bill Lists as submitted. The motion was seconded by Mrs. Sherman. All were in favor.

The Bill Lists were approved as presented.

The Board asked if the "Designated Gifts" line item in the budget stays the same every year. "No" it does not. The main amount in the line item every year is the Friends Annual Donation to the Library. The Board asked what is included in the line item "Overdue Fees". It includes all late returns as well as lost items.

PUBLIC COMMENTS:

Mrs. Binder asked if there were any Public Comments. Mrs. Binder reported that the Fireside Book Club book discussion was held on Monday, December 12, 2019 in the Williamsburg Room. The book was "Educated" by Tara Westover. The moderator was Millburn Librarian Sarah Pardi. The discussion was postponed for one week due to inclement weather. The turnout the following week was a good one. The Friends Annual Chess Tournament was a success. Forty-five children participated. The Friends continue to work with the Paper Mill Playhouse regarding preparations for the gala. Mrs. Kelly then gave her report. On Tuesday, December 10, 2019 in Meeting Room A the program "Nut Topiaries and Ornaments Workshop" was held. The program was given by Stephanie Murphy of Greenwood Gardens. The Friends were able to accommodate 15 guests at no cost to them. Participants enjoyed the program. Photos from the Chess Tournament will be sent over to the Item of Millburn/Short Hills for publication to go along with an article about the event. Membership numbers are back on track for 2020. Upcoming programs for 2020 will include a Knitting Circle, Winter Reading Program for adults, teens, and children, Truffles with Chocolate Works for adults only, and Candy Sushi with Chocolate Works for children. The Board thanked the Friends for their report and continued support of the Library.

DIRECTOR'S REPORT

Mr. Banick reported on Finance. Revenues and Expenses are in line for the end of the year. The "Fund Balance" line item has not been spent. These funds will be used for the planned renovation. The "Data Processing – Municipal" line item has not been all spent. The Public Computer replacement project has been delayed. These funds will be carried over and expended in January 2020.

Mr. Banick reported on Personnel. Librarian Diane Bratton will be retiring effective March 1, 2020. Sarah Pardi was hired as Librarian 4 under the Civil Service titles and will oversee the Circulation Department and its staff upon Mrs. Bratton's retirement. The Library will advertise for Mrs. Bratton's replacement. The job advertisement will be for a Librarian 1 under Civil Service. This title is entry level "Non-Competitive". The Director and Board want the new hire to possess strong collection development and cataloging skills. The new hire will also rotate out to the public service desk at Reference. The Personnel Committee has seen the draft of the hiring advertisement and have approved it for publication. The advertisement will go out early January 2020. Interviews will take place mid-January 2020. With a successful candidate start date around mid-February. This time line will allow Mrs. Bratton to help train her replacement. The Library anticipates a smooth transition to the new organizational table.

Part-time Librarian Marilyn Pertrokubi broke a hip. She is expected back to work in January 2020.

Mr. Banick reported on Buildings & Grounds. Routine maintenance was performed on the HVAC system, electrical, and plumbing. Trane has submitted a proposal of \$20,000.00 to replace the HVAC system. The system was last upgraded in 2007. The Board then held a discussion. Is this a necessity now or can the upgrade be done with the renovation? In order for the Board to make an informed decision they requested that the Director e-mail them a Facility Assessment Report. They will revisit the issue once they have this information.

Mr. Banick reported on Technology. The public computers will transfer over to BCCLS from Unicom / HBK IT, LLC in January 2020. Envisionware's IT department said that there are protections in place regarding the concerns that the Board has regarding the public using their own flash drives and there being security issues. The Board does not want to see virus passed to the Library's network. The system is wiped clean after every use. The Board is okay with the new use now that the security issues have been addressed.

Mr. Banick reported on Statistics. Visitation is up 3.7% YTD. Circulation is up 4.5% YTD. Millburn is 21,000 items away from surpassing the 300,000-circulation mark for 2019 as of today. Reference is down 6% YTD. Mrs. Eisner stressed again the importance of new signage for the Library. This may help address some of the Reference issues. Patrons tend to give up if they are not directed to the right area for help. Museum Passes continue to have strong circulation.

Mr. Banick reported on Programming. Programs continue to do well. The Library hopes to cross the 10,000-participation mark for 2019. 12 volunteers did 31 hours of service.

Mr. Banick reported on the new Values Posters. The Values Poster will be displayed in a banner form behind the Circulation desk and in framed form throughout the Library in five areas.

Mr. Banick reported on BCCLS. Automatic renewals and unified loan periods will begin in February 2020. Member libraries will be voting on the McMillian Boycott at the last system council meeting for the year on Thursday, December 19, 2019. The Board then held a discussion on the Millburn Library going fine free beginning in January 2020. Pros included that Livingston, Maplewood, and Montclair are fine free. Millburn could lose patrons to these surrounding communities. By going fine free the good will of the Millburn patrons is kept. On the con side was the fact that revenue from overdue fines would be lost in a year when the appropriation to the Library is going down by over \$200,000.00. The Board asked what the Summit Library is doing for 2020. Mr. Banick did not know. He will reach out to Summit and report back to the Board. The Board feels that the best thing to do is to have a trial period of six months to see how going fine free works for Millburn. In closing the Board asked how the staff feels. Some are okay with the idea. The Board said that they have every confidence in the Circulation Staff to

handle the transition well. Mrs. Binder asked for a motion to approve a Temporary Policy of the waiving of overdue fines for a period of six months beginning as soon as practical in 2020 for all materials except for Museum Passes for Millburn Free Public Library. Mrs. Eisner so moved. Mrs. Kelly seconded. All were in favor. The Board instructed the Director to publicize the new Temporary Policy. The Friends members of the Board said that they will assist in publicizing the new Temporary Policy as well. Mr. Banick thanked the Board. The Board said "you are welcome".

COMMITTEE REPORTS:

Mrs. Eisner reported that she attended the Trustee Training seminar. She found the information on Foundations interesting and useful with how it could pertain to Millburn. She feels that going forward setting up a Foundation for the Library is something that the Board may want to look into. The Board said that they would need to think about and consider a foundation carefully. A lot of work would need to go into such an endeavor. They went on to discuss setting up reserve accounts instead. Reserves would allow the Board to set aside funds without having to ask anyone for contributions. They feel that reserves are an easier way to go if the Library is financially sound. They went on to say that they are putting money into a reserve account now for the upcoming renovation. The Board then went on to discuss how endowments differ from foundations. Foundations seek grants. Endowments are donations of money or property to a non-profit organization. The organization then uses the resulting investment income for a specific purpose. The Board feels that instead of that they can just hold special fundraisers for future projects. The Board then held a discussion on possibly asking for an increase above the state-mandated formula of 1/3 MIL for library funding. They went on to say that Vineland was unsuccessful in its bid to increase funding in 2018, but Mahwah was successful in their ballot question to residents in 2019. The Board feels that for now they will wait. The money from the Construction Bond Act approved on November 7, 2017 has not even been distributed yet. They do not want to be responsible for local taxes increasing. The School Board also has a its own \$20,500,000.00 bond referendum for infrastructure improvements going up for a vote in a Special Election to be held on Tuesday, January 28, 2020. The Board feels that they say taxes won't be raised but you don't really know.

The Personnel Committee reported that they received the advertisement for the entry level Librarian 1 "Non-Competitive" Civil Service position. Mrs. Kelly said that everything was in order. The Board asked if this title will be tested for. It will not as it is a "Non-Competitive" entry level title within Civil Service. They asked if a veteran would still have preference. They would and a disabled veteran would go before everyone else. The Board asked if the library certificate is needed for the position. It is. The Board asked about the starting salary. It would be the minimum for Librarian 1 per the CWA contract with the Library that is still in effect until December 31, 2020. The Board asked if there will be any issues with the union. There will not be. Since the

Library is looking for expertise in collection development the search will be open to the outside.

The Building & Grounds Committee reported that they will revisit the facility assessment in January 2020. There is a lot to be done and the Board does not want things done piece meal. They would like to prioritize what needs to be done and use the funds the Library has in place. In other words, do what we can afford to do and be done. Mrs. Kelly said that space analysis needs to be one of the Boards priorities. The Board said that there is so much to do. Lighting and infrastructure just to name a few. Mrs. Binder would like everyone to look over the reports that they have available to them, make notes, and come back in the new year with ideas so that the Board can have some in depth discussions. There is a lot to digest for the Board on their own. Once they are comfortable then they can bring in professionals for more guidance in how to move forward. The Board unanimously agreed.

OLD BUSINESS:

There was no Old Business.

NEW BUSINESS:

The Board discussed the Holiday and Board Meeting Calendar dates for 2020. Mrs. Binder asked for a motion to approve the dates put forward. Mrs. Eisner so moved. Mrs. Kelly seconded. All were in favor.

The Board unanimously agreed to have a Building & Grounds Committee, Finance Committee, Policy Committee, Personnel Committee, Strategic Planning Committee, and Negotiation Committee for 2020.

The Board unanimously agreed that Mrs. Binder will chair the Nominating Committee for 2020.

Mrs. Binder asked the Board members to think about what Committees they would like to be on for 2020 as she will be reaching out to them in the near future so that the Committees can be put in place at the Board re-organization meeting on Monday, January 27, 2020. She also asked them to think about President, Vice-President, Treasurer, and Secretary as well.

The Board went into Executive Session at 8:50 p.m. to discuss personnel. The Board came back into Regular Session at 9:05 p.m. The Board approved a 2% raise for Michael Banick and Patricia Giambattista for 2020.

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. Sherman seconded. All were in favor.

The Board wished everyone a happy and healthy Holiday Season and New Year!

The meeting adjourned at 9:06 p.m.

Respectfully Submitted,

Patricia Giambattista