MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING
December 17, 2018

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, December 17, 2018 at 7:30 p.m. at the Library. Present were: Mrs. Binder, who presided, Mrs. Eisner, Mrs. Burstein, Mrs. Kelly, and Mr. Banick. Mr. Freedman, Mr. Gaylord, and Mrs. Ipp were absent.

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

MINUTES:

Mrs. Binder asked for a motion that the minutes of November 19, 2018 be accepted as presented. Mrs. Eisner 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 #3822 - #3862 and payrolls as directed by the Township amounting to $255,791.06 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. Binder. All were in favor.

The Bill Lists were approved as presented.

The Board asked who the vendor Martin M. McElroy is. Mr. McElroy is the Library’s CPA who closes the year and prepares the schedules for the Annual Audit. The Board asked who the vendor Baker and Taylor is. They are one of the vendors used by the Library for Print and Non-Print materials.

PUBLIC COMMENTS:

Mrs. Binder asked if there were any Public Comments. Mrs. Binder and Mrs. Kelly reported on behalf of the Friends. Mrs. Binder reported that the Fireside Book Club was
a nice diverse group that had a very interesting discussion led by Millburn Librarian Jon Michaud on the book “The Tragic Life of Robert Peace” by Robert Hobbs. Mrs. Binder went on to say that the next book discussion will be held on Monday, January 7, 2019 at 2 p.m. in the Williamsburg Room. The book will be “Pachinko” by Min Jen Lee. The discussion will be led by Millburn Librarian Elizabeth Miller Boose. Mrs. Binder thanked Mrs. Jean Lee and all of the Friends members who helped planned, purchased the plants and materials, and decorated the beautiful planter in the entrance of the Library’s Lobby for the Holiday Season. In conclusion Mrs. Binder reported that the Chess Tournament was a success with 68 participants. Mrs. Kelly then reported that she is currently working on the Spring Programming Schedule of Events. The Friends Annual Book Sale will be held in mid-June this year. Mrs. Kelly is looking forward to lots of help from the local community and already has one of the township’s Local Girl Scout Troops signed up as volunteers. 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 at year end. The Surplus at year’s end will be held for the renovations. The Board asked if the State Aid check was received in the amount of $8,819.00 needs to be spent by a certain time, does the Library risk losing it or future aid if it is not? This Aid money needs to be reported that it has been spent. Millburn traditionally purchases Print Materials with this money. The Board instructed the Director not to hold any State Aid Funds that are received in reserve for any renovations in the Library. They do not want to cause any trouble with the State or risk losing any future Aid to Millburn.

Mr. Banick reported on Personnel. There have been some unexpected absences with staff. Departments are working through them and service had not be impacted.

Mr. Banick reported on Buildings & Grounds. The contract for the new automatic doors on the Glen Avenue entrance was awarded. The work is on schedule to be completed by the end of January 2019. The plumber replaced and damaged fixture on the sink in the employee staff room.

Mr. Banick reported on Statistics. Visitation is flat for the month. Circulation is up a little for the month and up 2% YTD. Reference is up in both Adults and Children’s. There were 53 Museum Passes used last month. There were 27 programs with just over 500 attendees. 13 teens volunteered for 26 hours.

Mr. Banick reported on Election Day 2018. The Library opened at 6 a.m. on Tuesday, November 6, 2018. The Library being a polling place effected the month’s visitation statistics. The Library saw 3 times more people than on a normal business day. The extra foot traffic did help to register more patrons than a normal day would have.
Mr. Banick reported on the Essex County Library Director’s Group. Mr. Banick recommended to the Board that The Millburn Free Public Library re-enter ReBL (The Essex County Reciprocal Borrowing & Lending Program). Millburn dropped out of ReBL when it entered into its agreement with the BCCLS System. Re-entering ReBL will put no undue burden on Millburn. Any lost items will be replaced by the patron’s home library. The Board asked if there is any cost involved in re-entering ReBL. There is no cost. The Board feels that it will be a good thing to re-enter the ReBL Program. It will be wonderful for patrons who have research projects and will expand Millburn’s viability within the Essex County Libraries. The Board stated that they want Millburn to do a good job at PR regarding its re-entry. They want it to go out in the Library Newsletter, the Library’s website, local newspapers, and social media. They want patrons to know that it will be available to them. Mrs. Binder asked for a motion for the Millburn Free Public Library to re-join Rebel in 2019. Mrs. Eisner so moved. Mrs. Kelly seconded the motion. All were in favor.

Mr. Banick reported on the 3D Printer. The Township Attorney sent the Library a letter regarding printing of guns and gun parts which in part said that the Governor of New Jersey signed legislation prohibiting the printing of guns and gun parts. The Township Attorney stated that the Library does not need to make any changes to its current policy.

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 American Studies Department and Zimmerli Art Museum are also co-sponsoring a screening of the film. The Board stated that this is an honor and something that the Board that everyone in the Township can be proud of.

The Board had a question regarding the 2018 Library Operating Budget. Why did the Library spend less money this year over 2017? There are many line items that came in under budget at year end. They asked Mr. Banick if he does year to year comparisons when working on the new budget for the New Year. Mr. Banick stated that he does do the yearly comparisons and makes adjustments to line items as needed. He pointed out that he fully funds the Sick Leave Buy Back line item and Vision Reimbursement line items in the budget, however in 2018 not every employee eligible for the benefit took advantage of it. The Substitute Line item also came in under budget. The Library did a very good job this year by being more self-reliant and covering absences. The Postage line item came in under budget because the Library is mailing less. Overdue notices primarily go out on line now. The Telephone line item is under budget because staff members that used to have library-issued cell phone no longer have them. This was an expense that administration deemed inappropriate and unnecessary. Mr. Banick went on to point out that the budgets for materials were all spent. In closing Mr. Banick said that any monies not spent in 2018 will go into Surplus for 2019 and that the Surplus Funds will be held and used for the upcoming renovations.
COMMITTEE REPORTS:

The Building Committee reported on the renovation. Mrs. Eisner walked around the building and went over the designer’s latest plans. In the plans the designer has a coffee bar. The Board feels that this will need to be taken out. They have many concerns regarding a coffee bar. They feel it will be messy, who will be charged with maintaining the space and cleaning it up. They also feel that there may be health laws that have not been looked into regarding such a space. In closing Mrs. Eisner said that the plans will need to be changed.

The Board discussed Strategic Planning. The Board will wait until a new Trustee is seated on the Board at the January 28, 2019 Board Meeting to appoint members to the Strategic Planning committee for 2019.

The Board then held a discussion on the Library renovations. The Board feels that they have voted in previous Board Meetings to address renovating the whole building not just the Children’s Department, and that this is not happening. They agreed to have the architect come back and prepare a Master Plan that they will be able to utilize and phase in going forward as funds allow for renovations that address the entire building. They feel very strongly that they are going to incorporate everything that needs updating and not be foolish with “piece meal” the project. What is updated on the first floor naturally effects the second floor of the Library. They feel that doing the renovation in a piece by piece manner is fiscally irresponsible. The Board then stated that they will address the time line of the renovations and funding methods when the full Board is back in session on January 28, 2019. Mrs. Kelly stated that she will look at the by-laws of the Friends Board to see if a Capital Campaign for fundraising is a possibility.

OLD BUSINESS:

There was no Old Business.

NEW BUSINESS:

The Library’s Holiday Schedule and Board Meeting Schedule were distributed. Mrs. Binder asked for a motion to approve both schedules as submitted. Mrs. Kelly so moved. Mrs. Eisner seconded. All were in favor.

Mr. Banick asked the Board’s permission to close the Library on Christmas Eve in conjunction with the Town Hall’s closing schedule. The Board unanimously agreed.
The Board nominated Mrs. Binder to chair the Nominating Committee for 2019. Mrs. Binder graciously accepted the position.

The Board went into Executive Session at 8:35 p.m. to discussion personnel matters.

The Board came back into Regular Session at 8:45 p.m.

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

The meeting adjourned at 8:47 p.m.

Respectfully Submitted,

Patricia Giambattista