MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING
December 18, 2017

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, December 18, 2017 at 7:30 p.m. at the Library. Present were: Mr. Freedman, who presided, Mr. Strickler, Mrs. Eisner, Mr. Gaylord, Mrs. Burstein, Mrs. Binder, and Mr. Banick. Mrs. Ipp was absent.

Mr. Freedman opened the meeting and read the Sunshine Law Announcement.

MINUTES:

Mr. Freedman asked for a motion that the minutes of November 20, 2017 be accepted as presented. Mr. Strickler 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 #3325 - #3359 and payrolls as directed by the Township amounting to $542,510.14 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. Strickler made a motion to approve the Bill Lists as submitted. The motion was seconded by Mr. Gaylord. All were in favor.

The Board asked who the vendor Keith Schoenwalder is. This vendor is the Library’s Plumber.

The Board asked what the checks to the Township of Millburn were for. These are the quarterly reimbursements for payroll expenses and utilities.

The Board asked if the fish are doing better. Yes, they are. The Library has a new vendor, Reefco Aquarium Services, LLC.

The Board mentioned that they see the newspapers are being purchase through individual vendors now. They instructed the Director to look into the possibility of getting discounts for the papers. Academic discounts are given to the schools and they result in
substantial savings. The Director will look into this and report back at the next Board Meeting.

The Bill Lists were approved as presented.

**PUBLIC COMMENTS:**

Mr. Freedman asked if there were any Public Comments. Mrs. Binder reported on behalf of the Friends. Fundraising contributions are winding down as year-end gets closer. The Chess Tournament held on Saturday, December 9, 2017 was very successful. The author talk on December 13, 2017 was terrific. The program did not have the best showing even though it was very well advertised. The next Fireside Book Club will be on Monday, January 8, 2018 at 2:00 p.m. in the Williamsburg Room. The book will be “Stolen Lives” by Malika Oufkir. Mrs. Binder informed the Friends about the possibility of fundraising to help with the Children’s Room renovation. The Friends are happy and on board with the idea. The Board thanked Mrs. Binder for her report and the Friends for their continued support of the Library.

**DIRECTOR’S REPORT**

The Library budget finish 2017 in line with the revised budget expectations. The Fund Balance should come in over $100,000.00 at year end and will be used in 2018 for the Children’s Room renovation. Some line items were overspent while others were underspent. The bottom line is in the black at year end.

Mr. Banick reported in the State Bond Referendum. The terms of the $125,000,000.00 Bond Referendum that was approved on Election Day in November 2017 have changed. The referendum was sold to voters under the premise that a library would put up Capital Fund money and it would be matched dollar for dollar by the State. Now after the residents of New Jersey have voted “yes” it has turned into a competitive grant program. The library will have to vie for the money now and see if their projects qualify under the State’s rules which are still in development. The Board then held a discussion on their collective disappointment in how the rules have changed once the State got their ‘yes” vote and whether they will move ahead with the renovation with the funds available to them now through the Library’s Surplus or wait to see what happens with the State. In closing the Board stated that they are disgusted by the bait and switch tactics of the State Library and regret supporting the Referendum. They will wait until the Spring to see what happens with the State.

Mr. Banick reported on Personnel. Mochi Fong, Jon Michaud, and Janis Werner have all completed their provisional period. They have all attained permanent status.
Mr. Banick reported on Professional Development. Librarian Janis Werner completed an ALA online course for Teen Programming. She will use the information learned to enhance services in the Teen Area.

Mr. Banick reported on Building & Grounds. Reefco Aquarium Service, LLC is the new vendor for the fish tank. Three plumbing issues were repaired by Keith Schoenwalder. The sprinkler and fire alarm system was inspected and passed.

Mr. Banick reported on Statistics. Visitation is down YTD. This is attributed to the new People Counter which is more accurate. Circulation is up YTD. Reference is up 22% from last month and 10% YTD. There were 40 programs with 700 attendees. 12 volunteers put in 28 hours of service.

Mr. Banick reported on BCCLS. The State wide inter library delivery service contract has been awarded to a new company with better accountability, logistics, and better pricing. The start date with the new company is January 2, 2018. During the transition period inter library deliveries will be suspended. Patrons may still go in person to pick up any materials.

The Red Cross has a box in the lobby to collect gloves.

The thank you letter to the State for Millburn’s State Aid was sent out.

**COMMITTEE REPORTS:**

There were no Committee Reports.

**OLD BUSINESS:**

There was no Old Business.

**NEW BUSINESS:**

The Board went over the proposed calendar for 2018. This included the Library being closed Sundays during the month of August, Holidays, and the Board of Trustees Meeting dates. All were in favor. The 2018 calendar was approved as presented.

The Board nominated Mrs. Eisner and Mrs. Binder to be on the Nominating Committee for 2018. They both accepted and will have a proposed Slate of Officers for 2018 ready for the January 22, 2018 Board Meeting.
The Board then discussed filling Mr. Stickler’s vacant position on the Board for 2018. Mayor Burstein stated that there is a lot of interest from residents to be on the Library Board of Trustees. The Township Committee will be beginning the process of interviewing potential candidates for the position and they hope to have the new member in place by January 3, 2018.

The Board went into Executive Session at 8:05 p.m. to discuss personnel.

The Board came back into Regular Session at 8:15 p.m.

The Board approved a 2.5% raise for Patricia Giambattista effective January 1, 2018.

The Board congratulated Mr. Strickler for his many years of service to the Millburn Library and wished him well in his retirement from the Board. Mr. Strickler was presented with a plaque from the Library and a Proclamation from the Township of Millburn. Mr. Strickler thanked the Board.

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. Burstein “so moved”. Mr. Strickler seconded. All were in favor.

The meeting adjourned at 8:25 p.m.

Respectfully Submitted,

Patricia Giambattista