



MILLBURN FREE
PUBLIC LIBRARY

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AGENDA

Library Board of Trustees – Monday, December 21, 2015 – 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. Approval of the Minutes of November 16, 2015.
- III. Review of the Bills
Resolution 2015-1201 Approval of the December Bills
- IV. Public Comments
- V. Director's Report
- VI. Committee Reports
- VII. Old Business
- VIII. New Business
 - Resolution 2015-1202: Establishment of a restricted fund to pay accrued, unused leave time upon separation.
 - Holiday Calendar 2016
 - Board Meeting Schedule 2016
 - Establish Nominating Committee for Board Officers 2016
- IX. Executive Session
- X. Adjournment

MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING
December 21, 2015

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, December 21, 2015 at 7:30 p.m. at the Library. Present were: Mr. Strickler, who presided, Mrs. Wasserman, Mr. Freedman, Mrs. Eisner, Mr. Gaylord, Mrs. Haimoff, and Mr. Banick. Mr. Eddy was excused.

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

MINUTES:

Mr. Strickler asked for a motion that the minutes of November 16, 2015 be accepted as presented. Mr. Freedman so moved. Mrs. Eisner seconded the motion. All were in favor.

FINANCIAL REPORT:

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

Vouchers #2231 - #2275 and payrolls as directed by the Township amounting to \$263,413.12 and charged to the Library's appropriation were approved for payment or ratified for payment.

Mr. Strickler 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. Eisner. All were in favor.

The Bill Lists were approved as presented.

The Board asked what the bill to Buncher's Hardware consisted of. The payment was for miscellaneous materials as well as a lock repair to the outdoor book drop. The Board asked if the Library always pays for an employee's travel and hotel expenses when they attend a conference. Mr. Banick said "yes", these expenses are budgeted for annually. The Board asked if Martin McElroy was paid in full for 2015. Mr. Banick said "yes". Mr. Banick went on to say that Mr. McElroy's work is always very satisfactory and that he is a valuable advisor to the Library as well. The Board agreed and stated that he is very well versed in Municipal Fund Accounting.

PUBLIC COMMENTS:

Mr. Strickler asked if there were any Public Comments. Mrs. Binder reported on behalf of The Friends of the Millburn Library. The Friend's Book Discussion Group held on Monday, December 7, 2015 was very nice. The next Book Discussion will be held on Monday February 1, 2016 at 2:00 p.m. in the Williamsburg Room. The book is "The Triple Package" by Amy Chua and Jeb Rubenfeld. The Chess Tournament will be held on Saturday, January 9, 2016 in Meeting Room A. The snow date for the tournament is Saturday, January 16, 2016. The Friends will not meet in January. The next Board meeting is scheduled for Monday, February, 2, 2016 at 12:00 p.m. in the Williamsburg Room. Mrs. Binder concluded her report by saying that the Friends donation campaign is ongoing. The Board thanked Mrs. Binder for her report and thanked Mrs. Binder and the Friends for their ongoing efforts and support of the Library.

DIRECTOR'S REPORT

Revenues are ahead at year end 2015. This is in part thanks to the Friends very generous donations, Room Reservations being up, and the State Aid check coming in at more than the budgeted amount. Expenditures are at 96% year end 2015. With the Accounts Payable Bill List in January 2016 this percentage will be closer to 100%.

Mr. Banick reported on Buildings & Grounds. The heating bill is down thanks to the good weather so far this winter season. Automatic flushers were installed in the first and second floor rest rooms for sanitary reasons. The Reference Desk was reconfigured. Mr. Banick is hoping that this reconfiguration will led to more interaction with the Reference Librarians. Electrical work has been completed. The shelving for the periodicals has been delayed until February. Supplies are on backorder for this project.

Mr. Banick reported on Personnel. Seventeen staff members volunteered for CPR/AED training. The training was held in two separate sessions in December allowing the Library to remain open. Staff is continuing to take leave time for 2015. They will received their replenished leave totals for 2016 the first week of January 2016. Mr. Banick and the Board held a discussion on Professional Development. Mr. Banick will be looking to increase Professional Development seminars for the staff in 2016. Mr. Banick would like to see the level of service that a patron receives when they visit the Library be the same regardless of who the patron speaks with. The Board agreed that this is a good plan. Librarian Susan Pober will be attending the ALA Mid-Winter conference held in Boston in January 2016. Mr. Banick plans to attend the Public Library Conference in the spring of 2016 in Denver. The Labor Contract between the CWA and the Millburn Free Public Library expires on December 31, 2016. Mr. Banick is waiting for the union to approach management to begin negotiations for the next contract.

Mr. Banick reported on Statistics. The Library is up 4.7% YTD. Circulation is up 5% YTD. Reference is still losing traction YTD. With the new Reference Desk

configuration and on-line services Mr. Banick is hoping that this statistic can turn around in 2016. Mr. Banick also would like to see Librarians work on their reference interview skills, be proactive with patrons. Invite help, ask "May I help you" and "Is there anything else I can help you with". Mr. Banick stated again that he will be working in 2016 to address the low reference numbers.

Mr. Banick reported on Technology. Twelve new public work stations will be installed the first week of January 2016. These replace the twelve oldest. All work stations will be uniform throughout the Library for 2016.

Mr. Banick reported on Programming. There were 44 programs with over 500 attendees. Millburn hosted the NJLA December Executive Board Meeting. Attendees at the meeting spoke very highly of Millburn's hospitality and facility. The Essex County Library Directors are applying for a grant for the Big Read Project in 2017. This is a program of the National Endowment for the Arts. It encourages community-wide reading programs. Rutgers's Professor, Tayari Jones, has her contemporary novel, "Silver Sparrow" on the Big Read list. Millburn would like to host Ms. Jones for a program.

Mr. Banick presented the Board Meeting and Holiday Schedules for 2016 to the Board. The Board asked if they were in agreement with the Township and the union contract. Mr. Banick said "yes". Mr. Strickler asked the Board to look over the Board's Meeting schedule. If any changes need to be made they can be done at the January 18, 2016 Board Meeting. The Board then held a discussion on school and library holiday closings. They discussed that it may be worth looking into being open on some holidays when the schools are closed and allowing employee's floating holidays for these openings. Mr. Banick said that it is certainly something that can be looked into and if feasible negotiated for in the next union contract. 25th

COMMITTEE REPORTS:

The Strategic Planning Committee reported that they met with the final focus group made up of members from the business community and agencies in Millburn. The members of the focus group were very enthusiastic and had many good ideas. The business community is happy and willing to help with public relations for the Library. The Board then held a discussion on the survey. The Board agreed that the survey looks good and may be distributed. It will be put out in paper form available at the Library, and e-mail via the Library's home page on the website. It will also be advertised in the The Item, the TAP, and given to all the local schools and Chamber for distribution. The Board thanked Mrs. Eisner and Mr. Freedman for all of their continued work on this project. Mrs. Eisner stated that the report and recommendations will be ready by early march 2016 for the full Board's review.

The Insurance Committee reported the following. Mr. Gaylord reported that he is half way through the insurance document. There are many different entities and coverages

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involved in this very large document. The Board stated that they are very confident in Mr. Gaylord and thanked him for his continued work on this issue.

OLD BUSINESS:

There was no Old Business.

NEW BUSINESS:

There was no New Business.

The Board went into Executive Session at 7:55 p.m. to discuss Personnel.

The Board came back into Regular Session at 8:00 p.m.

Mr. Banick read the resolution setting up a Restricted Fund for accrued unpaid leave time in the amount of \$85,000.00. Mr. Strickler made a motion to approve the Resolution. Mr. Gaylord seconded the motion. All were in favor.

Mrs. Wasserman will serve as the Nominating Committee Chair for 2016. The nominations will be ready for the January 18, 2016 Board Meeting.

This is Mrs. Haimoff's last Board Meeting. The Board thanked Mrs. Haimoff for all of her work. Mrs. Haimoff said "it has been a pleasure working with all of you". Mrs. Haimoff said that the new Trustee will be Cheryl Burstein.

Mr. Strickler asked if there was any further business before the Board before adjournment.

Seeing none Mr. Strickler requested a motion to adjourn the meeting. Mr. Gaylord "so moved". Mr. Freedman seconded. All were in favor.

The meeting adjourned at 8:05 p.m.

Respectfully Submitted,

Patricia Giambattista