



MILLBURN FREE
PUBLIC LIBRARY

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AGENDA

Library Board of Trustees – Monday, February 22, 2016 – 7:30 P.M.

Location: Williamsburg Room of the Millburn Free Public Library

I. Sunshine Law Announcement

In accordance with the 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 January 25, 2016

III. Approval of the Bills

IV. Public Comments

V. Director’s Report

VI. Committee Reports

VII. Old Business

VIII. New Business

IX. Executive Session

X. Adjournment

MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING
February 22, 2016

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, February 22, 2016 at 7:30 p.m. at the Library. Present were: Mr. Strickler, who presided, Mr. Eddy, Mrs. Eisner, Mr. Gaylord, and Mr. Banick. Mrs. Wasserman was excused. Mr. Freedman and Mrs. Burstein were absent.

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

MINUTES:

Mr. Strickler asked for a motion that the minutes of January 25, 2016 be accepted as presented with one correction. Mrs. Eisner so moved. Mr. Gaylord seconded. All were in favor.

FINANCIAL REPORT:

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

Vouchers #2310 - #2367 and payrolls as directed by the Township amounting to \$305,892.69 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. Mrs. Eisner made a motion to approve the Bill Lists as submitted. The motion was seconded by Mr. Gaylord. All were in favor.

The Bill Lists were approved as presented.

The Board commented on the professional nature of the Financial Reports that are submitted monthly.

The Board asked who the vendor Damon Falzone is. Mr. Falzone is the piano tuner. The Board asked who the vendor OBS is. This vendor is used for office supply purchases. The Board asked what the payment to OTIS Elevator Company was for. This is the annual renewal on the maintenance contract. The Board asked who the vendor Library Insight Inc. is. This vendor manages the Library's Museum Pass Program. The Board asked what the payment to Miller & Chitty was for. This payment is for the annual service contract on the boiler.

PUBLIC COMMENTS:

Mr. Strickler asked if there were any Public Comments. Mr. Banick reported on behalf of Mrs. Binder of The Friends of the Millburn Library. The next Book Discussion will be held on Monday March 7 1, 2016 at 2:00 p.m. in the Williamsburg Room. The book is "The Boys in the Boat" by Daniel James Brown. The Friends Annual Book Sale will be held on Saturday, April 2, 2016 and Sunday, April 3, 2016. Gently used books for the sale may be dropped off at the Library from Tuesday, March 1, 2016 until Saturday, March 26, 2016. The Library has submitted its annual wish list to the Friends. It is scheduled to be looked over by the full Board at their March 7, 2016 business meeting. The Friends very generously donated \$12,700.00 to the Library on February 4, 2016. This donation will be used to support the Library's Museum Pass Program, Adult Programming, and the Children's Summer Reading Program. The Board gave a round of applause and thanked the Friends for all of their continued generosity and good work.

DIRECTOR'S REPORT

The Library continues to work off of a Temporary Budget. The Library carried a \$96,700.00 Fund Balance into 2016. \$85,000.00 of this total has been set aside for employee leave time payouts. The Library Appropriation for 2016 is \$3,150,292.00. This is an increase of \$45,000.00, or 1% over 2015. The Library received a very generous donation of \$100.00 from The Chinese Association in recognition of Chinese New Year. The Library received a \$12,700.00 donation from the Friends of the Millburn Library.

Mr. Banick reported on Buildings & Grounds. The Library was closed on Saturday, January 23, 2016 and Sunday, January 24, 2016 due to the blizzard. Mr. Jacelin Noel, Head of Maintenance for the Library, and the Township's Department of Public Works did a great job of getting the building's grounds clear to reopen safely and on time Monday morning. The Library had its annual Fire Inspection. A few electrical repairs were needed. The repairs were done by MTB Electric LLC. The Library will be re-inspected by the end of February. The boiler was serviced. The HVAC inspection was completed. The cameras are installed and operating. The installation of the new periodical shelving is complete. The elevator broke down during the Blood Drive held on Saturday, February 6, 2106. OTIS Elevator Company was called. They arrived within an hour of the call. Repairs were made and the elevator was back working. The sound system in Meeting Room A was repaired. This repair was under warranty. The Board asked for an update on the cracks in the walls in the Library. Mr. Banick said that

he is waiting for the Township to get back to him. The Board then held a discussion on this issue.

Mr. Banick reported on Personnel. Reference Librarian Barry Devlin is retiring on March 31, 2016. The Board stated that Mr. Devlin will be missed in the Reference Department. The Library has received over 40 applications for the position. Interviews will be held in March. The new hire should be in place by the beginning of April. Children's Librarian Megan Pehanick is pregnant. Mrs. Pehanick's due date is early June 2016. Mrs. Pehanick will be taking a six month maternity leave. She is due back late November 2016. A full staff meeting was held to go over current happenings in the Library. The post-holiday lunch was held. Staff enjoyed good food and company.

Mr. Banick reported on Statistics. Visitation is up 17%. Circulation is up 5%. Reference is up 33%. This figure includes Adult and Children's. Museum Passes had 37 uses.

Mr. Banick reported on Technology. The service Mosio went live on Monday, February 1, 2016. This is a web-based service that allows patrons to ask a librarian a question from any PC, tablet, or mobile phone with an internet connection. The Board likes this new service for Millburn's patrons.

Mr. Banick reported on Programming. There were 21 programs in January with 310 attendees. The Teen Advisory Council, led by Teen Librarian Jennifer Lemke, made Valentine's Day cards for children who are in the Children's Specialized Hospitals. Push Pause, a local TV station on FIOS1, which features local community stories covered the Valentine's Day card making program. The segment aired on Saturday, February 20, 2016. Teen Librarian Jennifer Lemke has arranged for New York Times bestselling author of YA novels, Lauren Oliver, to come to the Millburn Library on Wednesday, March 9, 2016. Ms. Oliver will present a program for the teen patrons and will be available to sign copies of her bestsellers. Memoir Writing Workshops will be held in March, April, and May. "A History of Tea" seminar sponsored by The Friends of the Millburn Library, will be held on Thursday, April 28, 2016 at 2:00 p.m. in Meeting Room A. Teas from around the world and treats will be served.

Mr. Banick informed the Board that he included a copy of the thank you letter the Library received from the Children's Specialized Hospital for the Valentine's Day cards. Mr. Strickler also mentioned that the copy of the cartoon regarding the Library was included in the Board's packets. The Board stated that the cartoon is great publicity for the Library.

COMMITTEE REPORTS:

Mrs. Eisner reported that the Strategic Planning Committee met on the morning of Wednesday, February 17, 2016. The Committee members went over and categorized the replies from the survey. Along with the positives the Committee will be looking at the negative responses from the surveys and how to address them. A few of these issues being: more accessible shelving for patrons, creating reading nooks, and more space for the children's department. The Committee will also be looking at surrounding libraries such as Livingston and Summit to see what kinds of things they are doing in their libraries that have positive impacts for their patrons. The Board then held a discussion on the crowding that is beginning to take place on the main floor of the Library. Mrs. Eisner mentioned that perhaps a feasibility study could be done. Mr. Eddy and Mr. Strickler informed the Board that such a study was done already for the Library. The Library still has these plans and they should still be largely applicable. Mrs. Eisner went on to mention that it would be a good idea to have a professional look at what can be done to make it easier for disabled patrons to use and enjoy the Library. The Board agreed that this is a great idea that they all are in favor of. In closing Mrs. Eisner stated that the business community and Mr. Gordon, Business Business Administrator of the Township, are very enthusiastic regarding the Library's plans. The Board thanked the Committee for all of their excellent work.

Mr. Gaylord reported for the Insurance Committee that the Insurance Plan Policy is a very large document that is still under review. The Board thanked Mr. Gaylord and the Committee for their continued hard work.

OLD BUSINESS:

There was no Old Business.

NEW BUSINESS:

Mr. Banick reported that the Library will host a low key going away party for Reference Librarian Barry Devlin on his last day of work.

Mr. Banick played the video of the FIOS1 show regarding the Valentine's Day Card Making Program. The Board stated that the TV episode was very nice. Mr. Banick stated that he is very proud of the Teen Council and Teen Librarian Jennifer Lemke.

The Board went into Executive Session at 8:15 p.m.

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

The Board stated that in Executive Session a salary increase was unanimously approved for Director Mr. Banick. Mr. Banick's new base salary is \$140,083.00 effective retroactively to January 1, 2016. The Board stated that they are very pleased with Mr. Banick's work performance and look forward to a long and successful relationship with him as Director.

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. Eddy "so moved". Mr. Freedman seconded. All were in favor.

The meeting adjourned at 8:38 p.m.

Respectfully Submitted,

Patricia Giambattista