



MILLBURN FREE
PUBLIC LIBRARY

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www.millburnlibrary.org

AGENDA

Library Board of Trustees – Monday, February 23, 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. Call of the Roll and Election of Officers for 2015.
- III. Approval of the Minutes of December 15, 2014.
- IV. Approval of the Bills
- V. Public Comments
- VI. Director’s Report
- VII. Committee Reports
- VIII. Old Business
Tutoring in the Library
- IX. New Business
Correspondence – Montessori Academy and Meeting Room Fees
Potential Gift of Stock, with stipulation
Open Borrowing
Quiet Zone
Mollie Woodworth Art Donation
- X. Executive Session
- XI. Adjournment

MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING
February 23, 2015

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, February 23, 2015 at 7:30 p.m. at the Library. Present were: Mr. Strickler, Mr. Eddy, Mrs. Wasserman, Mr. Freedman, Mrs. Eisner, Mrs. Haimoff and Mr. Banick. Mr. Gaylord was absent. Mrs. Binder, Co-President of the Friends of the Millburn Library was also present.

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

Mrs. Wasserman proposed the slate of Officer's for 2015.

Robert Strickler -	President	
John Eddy -	Vice President	<i>Judith Eisner - corrected</i>
Sumner Freedman -	Treasurer	
Honi Wasserman -	Secretary	

Mr. Strickler moved that the slate of Officers for 2015 be approved. Mrs. Haimoff so moved. Mr. Eddy seconded the motion. All were in favor.

At this point, Mr. Strickler, presided over the meeting and welcomed Mrs. Haimoff to the Board.

MINUTES:

Mr. Strickler moved that the minutes of December 15, 2014 be accepted as presented. Mrs. Eisner so moved. Mr. Freedman seconded the motion. Mrs. Hamioff abstained. The remaining Board members were all in favor.

FINANCIAL REPORT:

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

Vouchers #1750 - #1785 and payrolls as directed by the Township amounting to \$180,637.81 and charged to the Library's appropriation were approved for payment or ratified for payment.

Mr. Strickler asked for a motion that the Bill List be approved. Mr. Freedman made a motion to approve the Bill List as submitted. The motion was seconded by Mr. Eddy. All were in favor.

The Board asked what the payments to Monk's, Jaeger Lumber, and Montclair are for respectfully. Mr. Banick said Monk's is for the staff room kitchen counter repairs. Jaeger Lumber is for the two Mezzanine Doors, and Montclair is for patron Museum passes.

The Board held a brief discussion on Museum Pass service for patrons that is scheduled to begin in March. The Board is in favor of this new service for Millburn patrons.

Vouchers #1786 - #1838 and payrolls as directed by the Township amounting to \$506,693.71 and charged to the Library's appropriation were approved for payment or ratified for payment.

Mr. Strickler asked for a motion that the Bill List be approved. Mr. Freedman made a motion to approve the Bill List as submitted. The motion was seconded by Mrs. Eisner. All were in favor.

The Bill List was approved as presented.

PUBLIC COMMENTS:

Mrs. Ruth Binder, Co-President of the Friends, reported that the Friends of the Millburn Library did not meet in February due to the inclement weather.

The March book discussion, led by the Friends own Norma Miller, will be held on Monday, March 2, 2015 in the Williamsburg Room. The Library Book and Film Night will be held on Wednesday, April 8, 2015 from 7:00 p.m. to 9:00 p.m. in Meeting Room A. The book and film is "The Hundred – Foot Journey".

Beginning on Sunday, March 1, 2015 the Friends will begin to accept donations for their Annual Book Sale. The sale will be held on Saturday, April 18, 2015 and Sunday, April 19, 2015 in Meeting Room A. The Board informed Mrs. Binder that if the Friends have any leftover books this year, that there are many libraries and organizations that would like to take them. Mrs. Binder stated that the only stipulation that the Friends would have is that the interested parties would have to pick up the books themselves here at Millburn. The Board instructed Mr. Banick to prepare a list of interested organizations for the Board to see. They also stated that Mr. Banick will need to reach out to the interested parties in advance of the sale to arrange for pickups.

DIRECTOR'S REPORT

The Surplus carried over from the 2014 budget is \$138,780.00. This is \$60,000.00 less than last year's carry over. The Surplus helped to cover the first three payroll period of the year that occurred in January. The Library was also able to pay the BCCLS Annual bill early to receive a 4% discount.

Mr. Banick reported on Building Maintenance. Meeting Room A was painted. The Staff Room kitchen counters were repaired. Electrical issues that arose from the Library's fire inspection were repaired. New display cabinets were purchased for the art gallery on the first floor. A flat screen TV was installed in the Williamsburg Room for use by organizations using the space.

Mr. Banick reported on Statistics. As of December 2014 visitation was up 12% at just under 200,000 visits. January 2015 visitation was up 1.8% over last year. December 2014 Circulation was up 7.1%, and up 3.5% in total over 2013. The Children's Department represents the largest increase. Downloads represent the largest percentage increase. The Board asked what percentage the Self Check machines represent. Mr. Banick said 1/5 or about 20% of all the checkouts. Mr. Banick said that the Children's machines are ahead of Adult use by a 2 to 1 margin. Circulation for January 2015 is up 10%. Reference for December 2014 is up 15% and up 5.7% for the year. The Children's Department carried Information Services for the year 2014. January 2015 Information Services is down 12% at the Reference Desk. Mr. Banick has begun to work internally on improving customer service skills to help bring this number up. Mr. Banick is also looking into a new service for patrons called, "Text a Librarian". The Board thinks this service sounds like a good idea.

Mr. Banick reported on Programming. December 2014 had 16 programs with 159 attendees. January 2015 had 12 programs with 200 attendees.

Mr. Banick reported on Technology. The new computers have all been installed and are tied into the Library's network. Mr. Eddy is very happy with the new computers performance. All of the new databases that the Library is now offering have been added to the Library's web page and they have also been announced in all the Millburn Township schools. The Board asked what happened to the old computers that were replaced. Mr. Banick said that Unicom Solutions, the Library's computer vendor, recycled them. The new patron service PrinterOn has been activated. This service allows a patron to print from any of their wireless devices.

The 3D printer is here and staff is currently training to use the device. Once the staff has completed their training the printer will be installed on the first floor by the Reference Desk for public use. The Board then held a discussion on setting up a policy for the printers use and what staff will initially supervise its use. Mr. Banick said that the Adult Services Department staff will be the first to supervise the printers use with the public.

Mr. Banick and the Board went on record thanking the Friends for their generous gift to the patrons of the Millburn Public Library.

The book discussion on "The Twelve Tribes Of Hattie" has been rescheduled for Monday, March 30, 2015 from 12:30 p.m. to 2:30 p.m. in Meeting Room A. The discussion will be led by the author, Ayana Mathis.

Mr. Banick reported on Personnel. Susan Pober attended the ALA Conference in Chicago.

Mr. Banick reported that New York City resident Mrs. Rhoda Fairmen would like to donate twelve pieces of art work by Millburn Township artist Molly Woodworth. Mr. Banick asked the Board if they would like to accept the gift. The Board then held a discussion on the donation. Issues discussed included tax issues, the value of the various paintings, and how they would be insured by the Library. The Board instructed Mr. Banick to contact the owner and ask her what the value of the paintings are. Mr. Strickler then made a motion to accept the paintings and have them appraised. The motioned was so moved. All were in favor.

Hoopla had 365 items checkout in January 2015 at a cost of \$700.00. There are currently 178 residents registered for the service. The fax machine had 18 uses in January 2015.

Mr. Eddy asked if the Library has received an answer from the Township Attorney regarding the insurance for the current art in the Library. Mr. Banick said "no", this is still an open item. The Board instructed Mr. Banick to reach out to Mr. Gordon, Township Business Administrator for guidance in getting a response.

Mrs. Eisner asked if the Library has received any feedback regarding the energy audit. Mr. Banick said that any new LED lighting that the Library may install would be allowed, but that the boiler would not. The Library has not received a written proposal yet. One may be received by the March 16th Board Meeting.

COMMITTEE REPORTS:

There were no Committee Reports.

OLD BUSINESS:

The Board discussed the Tutoring Policy. The Library has not received an answer from the Township Attorney regarding liability. The Library has received complaints on the noise level from the tutoring from two patrons. They are also concerned that a private enterprise is being run in a public place.

Mr. Banick proposed that the Library create a quiet zone. Conversation activities would be kept on the first floor. The Mezzanine would be the quiet area. The Board asked who would manage these zones. Mr. Banick said "the Reference staff". The Board said that there would have to be proper signage throughout the Library to inform patrons of the changes. Provided that there is the proper signage and monitoring by the staff the Board is in favor of the Director going ahead with a plan to create a quiet zone within the Library.

NEW BUSINESS:

The Library has received a letter from the Millburn Montessori Academy regarding the new fee schedule for meeting room usage. They feel that the new fee schedule is unfair and should be tiered for resident's vs out of town. The Board stated that the new fee schedule is fair to organizations who wish to use the Library's meeting rooms.

The Library has received an offer of a gift of stock. Mr. Banick reported that the gift of stock comes with strings attached from the individual gifting the stock. The Board's answer was "no thank you".

Mr. Banick discussed Open Borrowing with the Board. BCCLS terminated their Open Borrowing participation as of January 1, 2015. Mr. Banick stated that this is fine for about 90% of the BCCLS libraries in the heart of Bergen County, but impacts libraries on the outer edges of the BCCLS service territory a little differently. Mr. Banick would like Millburn to stay in the BCCLS System, but also explore other reciprocal borrowing options. One option is to re-enter ReBL, which is made up of Essex County libraries, including colleges and universities. The Board asked if there is any cost involved in joining ReBL. Mr. Banick said "no" ReBL is free. The Board's concern is that the relationship with ReBL be a reciprocal one. They also want to be sure that they are not violating any by-laws of BCCLS by joining ReBL. Mr. Banick said there would be no conflict. He discussed this with BCCLS Executive Director Robert White. The only stipulation is that the privileges would apply to Millburn materials only, and that no BCCLS privileges are extended. The Board would like Mr. Banick to look at other borrowing relationships from neighboring libraries and report back to them at the March 16th Board Meeting before any commitments are made.

Mr. Banick informed the Board that a new banner has been put up by the Circulation Desk to let patrons know of all the new database services available.

There was no Executive Session.

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. The motion was "so moved". The motion was seconded. All were in favor.

The meeting adjourned at 8:45 p.m.

Respectfully Submitted,

Patricia Giambattista