MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING  
February 26, 2018

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, February 26, 2018 at 7:30 p.m. at the Library. Present were: Mr. Freedman, who presided, Mrs. Eisner, Mr. Gaylord, Mrs. Burstein, Mrs. Binder, Mrs. Ipp, Mrs. Kelly, and Mr. Banick.

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

MINUTES:

Mr. Freedman asked for a motion that the minutes of January 22, 2018 be accepted as presented with the correction deleting Mrs. Ipp as absent. Mr. Gaylord so moved. Mrs. Eisner seconded. All were in favor.

FINANCIAL REPORT:

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

Vouchers #3391 - #3453 and payrolls as directed by the Township amounting to $234,450.50 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. Gaylord made a motion to approve the Bill Lists as submitted. The motion was seconded by Mrs. Eisner. All were in favor.

The Board asked what the payment to the Metropolitan Orchestra is for. This is a program fee.

The Board asked who the vendor Baker & Taylor is. This is one book vendor that the Library purchases books and non-print materials from.

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. The Friends Book Sale will be held on Saturday, April 21, 2018 and Sunday, April 22, 2018. Donations for the sale will be accepted from Thursday, March 1, 2018 until Saturday, April 7, 2018. Mrs. Kelly, Chairperson for the sale then spoke. Mrs. Kelly has publicized the sale this year. The announcement will go out to all the parents of school age children via the Miller Mail. All local schools PTOs will have the sales information on their websites. The information will be on all the Township’s local media. Mrs. Kelly will potentially be working with a former NY Times editor to write a piece regarding the sale for the local papers. Posters will be put up on the Township’s big belly trash cans and Mrs. Kelly has reached out to the Township Business Administrator, Alex McDonald, and received permission to put a banner up in town and signs at the local train stations. The Friends have also enlisted the help of local Community groups, local Boy Scouts, and High School volunteers to help with the set up for the sale. The Friends will also branch out this year to give the information to the local pre-schools and private schools. Barnes & Noble may not be able to provide boxes this year. They are in the process of doing their inventory and may need them for their own book returns. Other options will be looked at, perhaps Staples. Mrs. Binder said that the Friends have some boxes left over from last year that are stored in the Library. Mrs. Kelly is also clarifying the procedure this year for Better World Books to take the leftovers from the sale. In closing Mrs. Kelly informed the Board that this year they will be holding a Friends Member Preview Night on Thursday, April 19, 2018. If you wish to join the Friends that night the membership fee will only be $20.00. Mrs. Ipp said that she will make an announcement regarding the sale at the Middle School. Mrs. Binder reported that the next Fireside Book Club will be on Monday, March 5, 2018 at 2:00 p.m. in the Williamsburg Room. The book will be “Hillbilly Elegy” by J.D. Vance. The Board thanked Mrs. Binder and Mrs. Kelly for their reports and the Friends for their continued support of the Library.

DIRECTOR’S REPORT

The Library will continue to work off of a Temporary Budget until the Township Committee adopts the Municipal Budget for 2018.

Mr. Banick reported on Personnel. A full staff meeting was held at the end of January 2018. Items discussed included, performance, the Children’s Room renovation, the Strategic Plan, and collection management.

Mr. Banick reported on Buildings & Grounds. The Township Engineer applied for and received a Community Development Block Grant for 2018 for automatic doors to be installed on the Glen Avenue side entrance of the Library. The Fire Department inspected the building. Lights and signing issues were addressed and the Library passed on reinspection. The water heater on the second floor sprung a leak. It was replaced by
the Library’s plumber Mr. Keith Schoenwalder. The boiler was repaired by Miller & Chitty. The HVAC system had regular maintenance done by A.J. Celiano. Entrance lighting was replaced by MTB Electric. The Building Committee met to discuss the Children’s Room renovations.

Mr. Banick reported on Professional Development. Librarian Susan Pober attended the ALA Mid-Winter Conference in Denver, Colorado in February. Mrs. Pober’s report is attached to the Board’s packets for review. Mr. Banick will be attending the Public Library Association Bi-Annual Conference in Philadelphia from Wednesday March 21, 2018 thru Saturday, March 24, 2018.

Mr. Banick reported on Technology. Printing issues were addressed and things are working properly again. Server maintenance was done by Unicom Solutions Group. Wi-Fi maintenance is scheduled to be done. The Library renewed the self-check machine agreement. Innovative Document Imaging will convert and host the Library’s historical pages. They will use the web-based product Digi-Find-It. It will allow users to search digital files in seconds. This will help to improve the local history web pages.

Mr. Banick reported on Statistics. Visitations is down YTD. Circulation is up 2% YTD. Reference is up 18% YTD. Museum Passes are stable. Programming had a good month. The Library Newsletter is doing well. Teen volunteers continue to provide their monthly help. Mrs. Kelly said that Teen Librarian Janis Werner is doing a wonderful job and that she is going to reach out to Mrs. Werner for help in getting some teen volunteers for the Friends’ Book Sale.

Mr. Banick reported on the Board’s newspaper pricing question. Discounts are not given to local libraries.

Mr. Banick reported on Building Security. On Wednesday, February 14, 2018 Mr. Banick met with Captain Mike Mulligan and Detective Ed de la Fuente of the Millburn Township Police Department. Captain Mulligan and Detective de la Fuente made recommendations regarding building safety for staff and patrons. A staff meeting regarding the recommendations was planned for the future. In light of the school shooting at the Parkland Florida High School Mr. Banick spoke to the staff on Thursday, February 15, 2018. The memo regarding safety given to the staff on the 15th’s meeting was approved by the Millburn Police Department.

Mr. Banick reported on BCCLS. State-wide, there are less than 5,000 items in transit, so the delivery service is beginning to improve. Holds and requests have been reactivated with a limit of three.

Mr. Banick spoke to the Millburn Old Guard in January. Q & A followed. A good discussion was held.

COMMITTEE REPORTS:

The Building Committee reported on the Children’s Department renovations. Mrs. Eisner gave handouts from the meeting of Creative Library’s four plans. The Board liked plan C-4 which would move the interior wall of the library. The Board then discussed a proper name for the renovation and felt it was best to stay with Children’s Room Renovation. The Board then held a discussion on having plans for the renovation codified in time for the Friends Preview Night to assist with fundraising efforts. It was decided however that there are too many unknowns at the present time and changes will more than likely need to be made. The Board feels that is would not be prudent to release such preliminary plans at this time. The Board then asked if the project would need to go out for bid. It would. The Board then discussed their next steps: cost estimates for demolishing the interior wall; relocating electric and computers; and a space study. The Committee will meet with the township architect, designers for the project, and the Circulation Staff to assess needs. The Board then asked if the building will need to be closed to the public and staff while the demolition takes place. It will. The network will be down, no phones will be operational, and the Circulation Room will basically be non-functioning. The Board then asked about the safety due to dust and debris. This will have to be looked into by Administration. The Board then suggested the possibility of trailers being brought in for staff to work out of. The Director will look into this option and report back to the Board.

The Ad Hoc Committee for School Liaisons reported that they have not met yet.

OLD BUSINESS:

There was no Old Business.

NEW BUSINESS:

There was no New Business.

There was no Executive Session.

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

The meeting adjourned at 8:30 p.m.

Respectfully Submitted,

Patricia Giambattista