MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING
February 27, 2017

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, February 27, 2017 at 7:30 p.m. at the Library. Present were: Mr. Freedman, who presided, Mr. Strickler, Mrs. Wasserman, Mrs. Eisner, Mr. Gaylord, Mrs. Burstein, Mrs. Binder, 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 23, 2017 be accepted as presented after a spelling correction to Mr. Strickler’s name is made in the opening paragraph of the minutes. Mr. Strickler so moved. Mr. Gaylord seconded. All were in favor.

FINANCIAL REPORT:

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

Vouchers #2892 - #2945 and payrolls as directed by the Township amounting to $287,982.03 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 Mrs. Burstein. All were in favor.

The Bill Lists were approved as presented.

The Board asked who the vendor Movie Licensing is. This vendor provides the licensing that allows the Library to show movies. The Board asked if foreign movies are covered by the licensing agreement. Some are and others required the Library to obtain a separate special license. The Board asked who the vendor Janway Company USA, Inc. is. This vendor supplies the plastic bags that the Library uses for patrons materials upon checkout. The $1,830.00 payment to them covers two years’ worth of bags.
PUBLIC COMMENTS:

Mr. Freedman asked if there were any Public Comments. Mrs. Binder reported on behalf of the Friends. The Friends Book Discussion will be held on Monday, March 6, 2017 at 2:00 p.m. in the Williamsburg Room. The book is “Before the Fall,” by Noah Hawley. The Friends are in discussions with Laura Winters, Professor at the College of St. Elizabeth to do a Book Film program. Details to come. The Friends Annual Book Sale will be on Saturday, April 1, 2017 and Sunday, April 2, 2017. The Friends are looking for volunteers to help sort and set up on Wednesday, March 29th thru Friday, March 31st. The book cart was very successful in 2016 and the Friends will be saving more donated books this year to stock the cart. The Board thanked Mrs. Binder for her report and the Friend’s continued support of the Library.

DIRECTOR’S REPORT

The BCCLS Computer Consortium bill in the amount of $94,097.00 was paid on February 20, 2017.

The Library continues to operate under a Temporary Budget.

Mr. Banick reported on Personnel. Employees continue to schedule leave time for 2017. Linda Kitchen returned to work part-time in January. She is now back to a full-time schedule. Patt Kent continues to use sick time on Fridays. The CWA Local #31 Contract with the Library expired on December 31, 2016 and currently remains in a status quo period.

Mr. Banick reported on Building & Grounds. The Library’s annual fire inspection was performed. A few emergency exit lights needed to be replaced. The repair work was done by MTB Electric. The Library is waiting to be reinspected. Jacelin Noel and Regny Charles of the Maintenance Department stripped and polished the floors in the Circulation Department when the Library was closed for business on Monday, February 20, 2017, President’s Day. The shelving on the first floor will be moved by the end of March. The DVDs will be relocated to wall shelving in order to allow for growth of the collection. Mr. Banick reported to the Board that he is still waiting to hear about the inspection regarding the bricks that fell on the first floor of the Library. Mr. Banick went on to say that he reached out to Mrs. Burstein for help with getting a response. Mrs. Burstein will speak to the appropriate parties at Town Hall to facilitate the work getting completed. The two Dufner paintings located on the first floor will be moved by members of the Art Advisory Committee to avoid any damage being done to them. They will temporarily be hung in the Administrative Office. The Board then held a discussion on the issue. The Board stated that they feel this matter has taken too long, prompt action did not take place. The Library is responsible for its patrons’ safety and if need be the Board will hire a firm to address the issue. Mrs. Burstein told the Board that she will
personally handle the matter with the Township Business Administrator and that she hopes by the March Board meeting the work will be completed.

Mr. Banick reported on Technology. The 3D printer was recalibrated and has been working better. The Board asked if the printer is popular. It is with the younger patrons. The Board will look at getting a new one in the future if needed.

Mr. Banick reported on Statistics. Visitation is up 9%. Circulations is down 5.5%. Reference is down 15%. Museum Passes saw 29 uses. The Board feels that better signage may help direct patrons to the Reference area in the Library which in turn may help the statistics. This can be addressed when changes are made to the Young Adult Area.

Mr. Banick reported on Programming. January 2017 saw 27 programs with over 500 attendees. 18 teens volunteered for 11 hours.

The State Report will be filed by Wednesday, March 15, 2017. The report doubles as the Library’s State Aid Application for 2017.

March is Brain Injury Awareness Month. The Library will host a display from the Opportunity Project. It will be located on the first floor by the self-check machine.

The Friends Annual Book Sale will take place on Saturday, April 1, 2017 and Sunday, April 2, 2017.

The Library will be receiving a very generous donation from the Township Environmental Committee. The donation will be used to purchase materials on the environment in time to coincide with Earth Day on Saturday, April 22, 2017.

The Library Newsletter has 158 subscribers. The Library has 108 Twitter followers.

The newspaper delivery is correct now.

COMMITTEE REPORTS:

The Buildings & Grounds Committee reported on the shelving move. Mrs. Eisner stated that the new floor plan looks good, but that need for new signage will have to be addressed.
OLD BUSINESS:
There was no Old Business.

NEW BUSINESS:
Mr. Freedman requested a motion to approve a resolution naming signatures for the Library's General Fund held at Investor's Savings Bank, Millburn, New Jersey. The Board unanimously approved said resolution.

The Board went into Executive Session at 8:07 p.m.

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

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. Burstein seconded. All were in favor.

The meeting adjourned at 8:37 p.m.

Respectfully Submitted,

Patricia Giambattista