MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING
March 19, 2018

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, March 19, 2018 at 7:30 p.m. at the Library. Present were: Mr. Freedman, who presided, Mrs. Eisner, Mr. Gaylord, Mrs. Binder, Mrs. Ipp, Mrs. Kelly, and Mr. Banick. Mrs. Burstein was absent.

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

MINUTES:

Mr. Freedman asked for a motion that the minutes of February 26, 2018 be accepted as presented. 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 #3454 - #3497 and payrolls as directed by the Township amounting to $369,741.49 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. Ipp. All were in favor.

Mrs. Eisner informed the Board that the 1\textsuperscript{st} Quarter payment to the Township in the amount of $200,440.80 is included on the March 19, 2018 Bill List.

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 Annual Book — and — Movie night will be held on Wednesday, April 4, 2018 at 7:00 p.m. in Meeting Room A. The book is “The Glass Castle” by Jeannette Walls. Laura Winters, a professor at Seton Hall University, St.
Elizabeth’s University, and Drew University will be the presider. The Friends have discussed the possibility of naming the Children’s Room after a donor. The Board then discussed how outreach would be done for this, who their target audience would be, and what the donation amount would need to be. Mrs. Kelly suggested that the Friends and the Board could also look into giving trees or buy a brick. The Washington School did the buy a brick program. Something like this is permanent and families seem to like it. Mrs. Kelly, Chairperson for the Friends Book Sale spoke on the upcoming event. The Friends Preview Night will be held on Thursday, April 19, 2018 from 6:30 p.m. to 8:30 p.m. Anyone wishing to join the Friends can do so on the 19th for $20.00. Mrs. Kelly invited all of the Board members to come to the preview and show their support for the Friends and the Children’s Room renovation. The 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. A banner will be put up on the Middle School Bridge, ads will be put on all the Big Belly trash and recycling bins in the township, Mrs., Kelly will personally be putting up signs in local businesses and the train stations, and the sale will be advertised in all local media outlets. Mrs. Kelly’s only concern is that the Maplewood Library is having their sale on the same weekend. However Millburn had their date set first, Millburn is having a preview sale day Maplewood is not, and many dealers will go to both sales. In closing Mrs. Kelly feels that the Millburn sale will be successful. 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 continues to work off of a Temporary Budget until the Township Committee adopts the Municipal Budget for 2018.

The Friends gifted the Library $10,500. The funds will be used for the Summer Reading Program for all age groups and Museum Passes. Mr. Banick and the Board thanked the Friends for their very generous gift.

Mr. Banick reported on Personnel. Librarian Barbara Simmonds is back to work from a Workmen’s Compensation injury last year. She continues to receive physical therapy for the injury. Library Assistant Amil MacCie was out for two weeks after surgery. Librarian Jon Michaud is the newest Public Notary on staff.

Mr. Banick reported on Buildings & Grounds. Nothing besides ordinary maintenance on the building by the Library’s Maintenance Department was performed.

Mr. Banick reported on Professional Development. 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. Small computer technology issues were resolved by Unicom Solutions Group.

Mr. Banick reported on Statistics. Visitation is down YTD. Circulation is up YTD. Reference is up YTD. Programming had a good month with nice selection for all age groups and over 1,000 attendees in February. Ten teens volunteered for almost 40 hours.

Mr. Banick reported on Winter Storm Quinn. The Library was closed on Wednesday, March 7, 2018 due to the Nor Easter. Many residents lost power for a number of days as a result of the storm. The Library did not lose power and served as a warming and charging station. Over 3,500 people over four days after the storm visited the Library. Mayor Burstein visited the Library on Friday, April 9, 2018 and was very pleased that residents had a safe, warm place to go. Repairs to a downed power line outside of the Library on Glen Avenue needed to be made. The linemen needed the power to the Library to be shut off in order to safely repair the line. Department of Public Works Supervisors Jim Distano and John Walker hooked up and turned on the Township’s portable generator so that the repairs could be made safely while maintaining power in the Library for the residents and staff. The Library was under generator power of one half hour until normal power was restored. Mr. Distano and Mr. Walker reported that the generator worked fine. At the request of the Business Administrator, Alex McDonald, the Library was opened on Sunday, March 11, 2018 at 9:30 a.m. The Township will be covering the three hours of overtime that occurred. Mr. Banick stated that he was proud of the staff that agreed to come in early.

Mr. Banick reported on Building Security. Six Panic buttons were installed throughout the building. The signal goes to the alarm company who in turn contacts the Millburn Police Department. Additional security cameras are also scheduled to be installed.

Mr. Banick reported on BCCLS. The delivery system is almost at full capacity. Holds and requests continue to be held at a limit of three. The search for a new Executive Director is ongoing. An announcement is expected soon.

Friends’ Book Sale donations began on Thursday, March 1, 2018 and go until Saturday, April 7, 2018. Friends’ Book Sale Preview Day is Thursday, April 19, 2018. The Friends’ Book Sale is Saturday, April 21, 2018 and Sunday April 22, 2018. All proceeds from the sale this year will go towards the Children’s Room renovation.

The Item of Millburn Short Hills featured an article by Board member Judith Eisner regarding the library’s excellent response after winter Storm Quinn and how the MFLP is much more than just a “building full of books”. A copy of the article will be included in the Board Member’s April 2018 packet.
COMMITTEE REPORTS:

The Building Committee reported on the Children’s Department renovations. Mrs. Eisner said that the Committee has not met yet to discuss some of the cost estimates that they have received. One estimate to relocate the electric and computers is as low as $20,000 to as high as $50,000 depending on the relocation spot. The architect and the designer will be meeting on Tuesday, March 27, 2018 with the Circulation and Technical Services staff to assess needs. After the meeting and after the Building Committee has had an opportunity to meet and discuss the findings they will report back to the Board. Mrs. Eisner asked the Board if they would like the designer to look at the Circulation Desk as well to see if it can be redesigned to be more functional. The Board said “yes” please do that as well.

Mrs. Eisner reported on the $125,000,000 Bond Issue. Applications will most likely not be approved until late fall 2018 with funds not being distributed to libraries that will be approved for funding until sometime in 2019. The Board agreed that they cannot wait until 2019 to begin with the Children’s Department renovations and will fund the project with the Capital money already approved by the Township and the Library’s Surplus.

Mrs. Eisner will be attending an all-day training program for Friends and Trustees on Saturday, October 27, 2018 at the East Windsor Holiday Inn. Mrs. Eisner attended last year’s program and highly recommends it for Millburn Friends Board members and Trustees.

Mrs. Ipp reported for The Ad Hoc Committee for School Liaisons. The Committee is discussing ways to do outreach to the local schools, upper administration, and the PTOs. Mrs. Ipp also indicated that there is a very large incoming 6th grade class at the Middle School for fall 2018. The Committee likes the idea of maybe having a meet and greet with the incoming students about their local library and what it can offer them. Mrs. Kelly would also like to see the private schools in the Township included in the meet and greet. The Board agreed that the wider the net that is cast the better it is for everyone involved. The Board thanked the Committee for their ongoing work.

OLD BUSINESS:

There was no Old Business.

NEW BUSINESS:

Mrs. Eisner recently gave a tour of the Millburn Library to the Executive Board of the NJLTA. They were very impressed by the large space that the Millburn Library offers to its patrons and the beautiful Williamsburg Room. Mrs. Eisner also discussed the
upcoming Children’s Room renovation with the Executive Board members. Mrs. Binder stated that she often experiences the same great feedback regarding the Millburn Library.

In closing Mrs. Eisner discussed ways that an individual can support the Millburn Library. They included checking off the box on your individual tax return to donate to the library and Millburn asking the State for permission to go above the statutory funding amount of 1/3 of a MIL. The Board felt that asking for the increase in funding may not sit well with the residents of Millburn Township because the Library already receives such a substantial amount of funding at the 1/3 of a MIL rate.

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 8:15 p.m.

Respectfully Submitted,

Patricia Giambattista