MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING
March 20, 2017

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, March 20, 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 February 27, 2017 be accepted as presented. Mrs. Burstein 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 #2946 - #2985 and payrolls as directed by the Township amounting to $385,381.38 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. Burstein. All were in favor.

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 Sale will be on Saturday, April 1, 2017 and Sunday, April 2, 2017. Set up for the sale will begin on Wednesday, March 29th and go until Friday, March 31st. Volunteers are welcome and needed. Donations for the sale will continue until Saturday, March 25, 2017. More books will be saved this year for the very successful book cart. The Friends Movie Night will be held on Wednesday, April 5, 2017 at 7:00 p.m. in Meeting Room A. The movie is “Moonlight”, Academy Award
winner for Best Picture 2017. Professor of film at Drew University, Laura Winters, will lead the discussion at the conclusion of the film. The program is open to all. The Board thanked Mrs. Binder for her report and the Friend’s continued support of the Library.

DIRECTOR’S REPORT

The Library continues to operate under a Temporary Budget. The Township Budget will be adopted in May. The Library will then adopt its budget for 2017. The Surplus figure has been adjusted to $360,357.00. The Director has a renewed objective to stay on track with spending the budgeted amount in the line items for 2017 and to spend down the Surplus by December 2017.

Mr. Banick reported on Personnel. Booz Valcin, part time maintenance, has completed his three month probation and is now permanent with Civil Service. CWA Local #31 Contract with the Library expired on December 31, 2016, the union has not approached management to begin negotiations.

Mr. Banick reported on Professional Development. The NJLA Annual Conference will be held at the end of April in Atlantic City. Mr. Banick and a few Librarians will be attending. Librarian Liz Miller Booze attended and ESL workshop at the end of March held at the Livingston Public Library. The Millburn Library is making efforts to get an ESL program off the ground. Librarian Jennifer Lemke attended a workshop on e-library and Summer Reading. Mr. Banick polled the staff to get their input on what they feel would be topics of interest to them regarding Professional Development. Training on local history and customer service topped the list. Mr. Banick asked the Board for permission to bring in substitutes from ProLibra in order to hold a Professional Development day for the staff without disrupting service to the patrons. The Board unanimously agreed to the substitutes. Mr. Banick will let the Board know at the April Board Meeting the topic and date for the staff development.

Mr. Banick reported on the Big Read Grant for 2017. Essex County Libraries were awarded $15,000.00 by the NEA. The book selected is “Silver Sparrow” by Tayari Jones. The author will hold a book discussion at the Livingston Library on Sunday, April 2, 2017. The Board asked when the books will be available for patrons at the Millburn Library. They will be available starting the week of March 20th.

Mr. Banick reported on BCCLS. The Rochelle Park Public Library is currently not in compliance with BCCLS regulations. They have an Advisory Library Board and not an Autonomous one. The membership voted to suspend BCCLS services. Roselle has received an injunction. The Board asked how long it may be to resolve the issue. Mr. Banick is not sure. The Board asked how long Roselle has been non-complaint. It has been many years, but only came to light in the fall of 2016. The Board feels that the
matter is out of their hand and has no direct impact on Millburn or its day to day business.

Mr. Banick reported on Building & Grounds. The shelving move will begin on Thursday, March 27, 2017 and is scheduled to be completed by Monday, March 27, 2017. The Fire Code re-inspection was done and the Library was issued its certificate of compliance. The lift for the brick inspection was delivered. The consulting engineer went through the Library on Saturday, March 18, 2017. An e-mailed received by the Director form the Building Department says “no immediate hazard was discovered.” The Director is waiting for the written report from the engineer. DPW will return to put the ceiling tiles back in place and fill the crack on the east wall. The Board asked if everything is ok, that the Township is certain no more bricks will fall. Mr. Banick said that the whole building was inspected and everything is ok. The Board asked if the bricks falling are in any way related to the cracks in the two walls. Mr. Banick said “no”. In closing the Board asked if the engineer mentioned any cause for the bricks falling. Mr. Banick said that they were unable to find anything, that it may be age related.

Mr. Banick reported on Technology. The 3D printer is still not working correctly even after being recalibrated. A new one will be purchased from LulzBot for $2,900.00. The Board asked what kind of warranty the new printer has. Mr. Banick will check and report back to the Board at the April Board Meeting. Mr. Freedman asked for a motion to purchase the new 3D Printer. Mr. Gaylord “so moved”. Mrs. Eisner seconded. All were in favor. The oldest staff workstation has been replaced and BCCLS network switch have been upgraded. The Library’s data backup systems were tested successfully.

Mr. Banick reported on Statistics. Visitation is up 4.5%. Circulation is down. Reference is down 15% YTD. Museum Passes remain popular with patrons. Greenwood Gardens, The Frick, The Montclair Museum, and the Guggenheim have all been renewed for 2017. The Board thanked the Friends of the Millburn Library for their continued sponsorship and support of this program. The Board asked which membership is the most expensive. The MOMA cost $1,500.00 per year. The Director stated that The American Museum of Natural History actually can be more expensive because of the way in which the passes are distributed. The Library has already spent $1,000.00 in the first three months of 2017. To help control the expense only ten passes in total will be issued per month for this museum. The Board feels that it is not the Library’s intention to keep any patrons from going to the museum and that adjustments can be made to the policy if needed.

Mr. Banick reported on Programming. February 2017 saw 56 programs with over 1,100 attendees. The Adult Cheese Tasting Program was the most popular with 35 attendees. The Board asked if the Adult Coloring Program will be continued. Currently it has very low attendance. For the time being it will be. There is no cost to the Library to continue to run it.
COMMITTEE REPORTS:

The Buildings & Grounds Committee reported on sound in the Library. Mrs. Eisner handed out a report on using acoustic panels that may help cut down on sound traveling through the Library. The Board asked if the panels would interfere with sight lines or obstruct the view of the windows on Glen Avenue. If placed properly they would not. The cost of the project should be between $10,000.00 and $11,000.00. The Board feels that the proposal is a good one. The Committee will move forward with the project. The Committee then brought up the subject of lighting. The Board should know soon if Capital Funding has been approved for this project for 2017. The Library may also be able to use some of its own Surplus Funds to help fund the improvements.

The Policy Committee will reconvene in order to tighten up the Library’s Computer Policy.

OLD BUSINESS:

Mr. Freedman requested a motion to approve an increase in the Director’s Base Pay by $5,000.00 for 2017 retroactive to January 1, 2017. Mr. Gaylord so moved. Mrs. Burstein seconded. All were in favor.

NEW BUSINESS:

Mrs. Eisner reported that she attended the New Jersey Library Trustee Association workshop. The Bond Act was one topic discussed. She distributed a handout from the meeting to The Board members.

Mrs. Wasserman announced that she will be retiring from her position as the Wyoming School’s Librarian in June 2017. She went on to say that the Millburn Township School Board will not be hiring a replacement for her position. The position will now be a shared one with the other schools in the district. The School Board however will have to appoint a replacement for her position on the Millburn Library Board of Trustees. The Board then held a discussion on how school districts are going in a new direction with STEM Programs, but that school libraries and Librarians should not be overlooked in a child’s education. In closing the Board congratulated Mrs. Wasserman on her upcoming retirement.

The Board held a discussion on renovating the Children’s Department. Topics included possible expansion of the existing space, and grant funding to help with the expenses. Mrs. Eisner graciously offered to look into the possibility of grant funding for the Board. The Board thanked Mrs. Eisner for taking on the task.
Mr. Freedman requested a motion to move the June 19th Board of Trustees Meeting to Monday, June 26, 2017. The June 19th date is the same night as the annual President’s Cup Race. Mrs. Eisner so moved. Mr. Gaylord seconded. All were in favor. The Board instructed Mr. Banick to build the race date into the calendar going forward.

Mr. Banick asked the Board for permission to hire a summer intern from Rutgers’s University. The internship program was a success last year. The cost will be around $5,000.00. The Board unanimously approved the internship for 2017.

The Board then held a discussion on the parking for Library patrons. There are peak times when parking is at a premium. There are 72 Library spaces. Employees have designated spaces along the field that are included in the 72 space total. Patrons can also park along Glen Avenue. The Board feels that although patron spaces become limited at times the issue is out of their hands and that parking regulations are strictly enforced by the Millburn Township Police Department Traffic Bureau.

The Board went into Executive Session at 8:29 p.m.

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

Mr. Freedman asked for a motion to approve a 2% Base Pay Salary increase for Administrative Assistant Patricia Giambattista retroactive to January 1, 2017. Mrs. Burstein so moved. Mrs. Eisner seconded. All were in favor.

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

The meeting adjourned at 8:36 p.m.

Respectfully Submitted,

Patricia Giambattista