

MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING
March 21, 2016

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, March 21, 2016 at 7:30 p.m. at the Library. Present were: Mr. Strickler, who presided, Mr. Eddy, Mr. Freedman, Mrs. Eisner, Mr. Gaylord, Mrs. Burstein and Mr. Banick. Mrs. Wasserman was excused. Mrs. Binder was also in attendance.

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

MINUTES:

Mr. Strickler asked for a motion that the minutes of February 22, 2016 be accepted as presented. Mr. Gaylord so moved. Mr. Freedman seconded. All were in favor.

FINANCIAL REPORT:

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

Vouchers #2368 - #2408 and payrolls as directed by the Township amounting to \$362,716.06 and charged to the Library's appropriation were approved for payment or ratified for payment.

Mr. Strickler 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 Bill Lists were approved as presented.

The Board asked what the payment to AJ Celiano is for. The payment is for the HVAC's annual maintenance contract. The Board asked what the reimbursement to Mr. Banick is for. This is for postage, travel, and library materials. The Board asked who the vendor Unicom Solutions Group, Inc. is. This is the Library's computer vendor. The Board went on to ask if the Library is finished with computer purchases for 2016. Mr. Banick said "yes".

PUBLIC COMMENTS:

Mr. Strickler asked if there were any Public Comments. Mrs. Binder reported on behalf of The Friends of the Millburn Library. Donations for the Friends Annual Book Sale are ongoing. Donations will be accepted until Saturday, March 26, 2016. The Book Sale will be held on Saturday, April 2, 2016 and Sunday, April 3, 2016. Clean up from the sale will take place on Monday, April 4, 2016. Anyone interested in volunteering for set up, the sale itself, or clean up are welcome. Unsold books will be recycled. The Friends will also be making good use of some of the unsold books. A book cart will be located on the first floor of the Library by the elevator with all books priced at \$1.00 each. The Friends Book and Film Discussion will be held on Wednesday, April 6, 2016, at 7:00 p.m. in the Williamsburg Room. The film will be "Brooklyn". The moderator for the evening will be Laura Winters of Seton Hall University. The next Book Discussion will be held on Monday, May 2, 2016 at 2:00 p.m. in the Williamsburg Room. The book will be "Escape From Camp 14". Millburn's own Librarian, Jennifer Lemke, will be the moderator. In closing Mrs. Binder invited everyone to come to the book sale and thanked Jean James for all of her hard work in preparing for and running the sale. The Board thanked the Friends for their ongoing support of the Library and their good works.

DIRECTOR'S REPORT

The Library is working off of a Temporary Budget. The Township's Budget will be introduced in April with a proposed May adoption date. Once the Township's Budget has been adopted the Library will move to formally adopt its 2016 Operating Budget.

Mr. Banick reported on Buildings & Grounds. The Township Engineering Department will be placing meters in the cracks in the walls on the first floor of the Library. The meters will gauge the movement and stability of the structure. When the results are received the Township will move forward with a plan of action to address the issue. The Library passed its Annual Fire Inspection at the end of February. A Certificate of Compliance was issued.

Mr. Banick reported on Personnel. Reference Librarian Barry Devlin will be retiring effective April 1, 2016. His last day will be Thursday, March 31, 2016. Four candidates have been interviewed for the position. Mr. Banick asked that discussion of a new hire be held in Executive Session. The Board agreed. Mr. Banick attend the Essex County's Director's meeting in Roseland on Friday, March 11, 2016. The Circulation Staff was trained on the BCCLS System new registration system using tablets. The NJLA Conference will be held in May in Atlantic City. Mr. Banick as well as two staff members are planning to attend.

Mr. Banick reported on Statistics. Visitation is up 19%. Checkouts are up 9%. Reference is up 32%. The Board stated that the mild winter weather as well as no road

construction may have help with the improved statistics over this time last year. Museum Passes saw 36 uses and 73YTD.

Mr. Banick reported on Programs. There were 33 Programs in February with just over 600 attendees. 18 Teens volunteered for over 24 hours of service.

Mr. Banick and the Board held a detailed discussion on Reciprocal Borrowing. Mr. Banick asked the Board to consider rejoining ReBL. If Millburn were to reenter the ReBL system patrons would have access to 25 member libraries in Essex County. The 25 member libraries include Rutgers University-Newark and Seton Hall University in West Orange. Mr. Banick feels that Millburn's reentry would foster goodwill County wide and may help to get support from the County Freeholders. The Board discussed some of the pros and cons. Pros being access to graduate materials from the University Libraries, bringing in new patrons, and the fact that Millburn can resign from the system if it is unhappy with the services. Cons are that ReBL still has no catalogue, and items would need to be borrowed at the Library where the item is available and returned there. In closing the Board asked Mr. Banick if he is in favor of Millburn rejoining ReBL. Mr. Banick said "yes". The Board asked that Mr. Banick look into the withdrawal rules and regulations and if there are any fees involved. Mr. Banick will report back to the Board at the April 18, 2016 Board Meeting.

Mr. Banick stated that the Friends Annual Book Sale will be held on Saturday, April 2, 2016 and Sunday, April 3, 2016 in Meeting Room A. The Library will be closed on Friday, March 25, 2016 for Good Friday and on Sunday, March 27, 2016 for Easter Sunday. The 2015 State Library Report which doubles as the Library's State Aid Application has been filed. The History of Tea Program will be held on Thursday, April 28, 2016 at 2:00 p.m. in Meeting Room A. The Library will be upgrading its telephone system on Monday, March 28, 2016. The upgrade is covered under State Contract.

In closing Mr. Banick informed the Board of a picture featured in the Item of Millburn/Short Hills of Jacelin Noel, Head of Maintenance, sorting books for the Friends Annual Book Sale is included in their packets.

COMMITTEE REPORTS:

Mrs. Eisner and Mr. Freedman of the Strategic Committee handed out their Draft Report. The Board will discuss the report at the April 18, 2016 Board Meeting. They would like time to read it over and give the draft its due process. The Board thanked the Strategic Committee for their excellent work.

Mr. Gaylord reported on behalf of the Insurance Committee. Mr. Gaylord read the 198 page Township Insurance Policy cover to cover. Mr. Gaylord stated that it is a normal policy that has been appended to over the years. Mr. Gaylord went on to say that fire is the only item he could not find an endorsement for, but that that does not mean it does

not exist. The Board instructed Mr. Banick to reach out to the Township Administration to see if fire is covered and if so on what pages so that Mr. Gaylord may go back over the section. The Board thanked Mr. Gaylord for all of his continued hard work with the insurance issue.

As labor negotiations get closer the Board will form a Labor Negotiation Committee.

OLD BUSINESS:

There was no Old Business.

NEW BUSINESS:

The Board held a detailed discussion on hours of operation during weekends in August. Currently the Library is closed on Saturdays during August and open on Sundays. Sundays are a premium pay day for the Library. By switching to being open on Saturdays and closing on Sundays the Library would increase its service hours on the weekend and save money. The Board feels that patrons may prefer the longer service hours that being open on a Saturday would provide. The Board asked that Mr. Banick give enough notice to the staff and put proper and sufficient notification of the new hours in the local papers, online news services, and the Library's website.

April 10th through April 16th is National Library Week. Mr. Banick asked the Board if he may institute an Amnesty Week for patrons. The Board unanimously agreed. They feel this is a nice gesture of goodwill.

The Board went into Executive Session at 8:20 p.m. to discuss Personnel.

The Board came back into Regular Session at 8:25 p.m.

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. Mr. Eddy "so moved". Mr. Gaylord seconded. All were in favor.

The meeting adjourned at 8:26 p.m.

Respectfully Submitted,

Patricia Giambattista