

MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING
April 15, 2019

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, April 15, 2019 at 7:30 p.m. at the Library. Present were: Mr. Gaylord, who presided, Mrs. Eisner, Mrs. Burstein, Mrs. Binder, Mrs. Ipp, Mrs. Kelly, Ms. Sherman and Mr. Banick.

Mrs. Neena Jindal, President of the Friends of the Millburn Library, was also present.

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

MINUTES:

Mr. Gaylord asked the Board to review the minutes.

Mr. Gaylord asked for a motion that the minutes of March 18, 2019 be accepted as submitted. Mrs. Binder 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 #3989 - #4030 and payrolls as directed by the Township amounting to \$365,680.26 and charged to the Library's appropriation were approved for payment or ratified for payment.

Mr. Gaylord asked for a motion that the Bill Lists be approved. Mrs. Kelly 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. Gaylord asked if there were any Public Comments. Mrs. Binder and Mrs. Kelly reported on behalf of the Friends. Mrs. Binder reported that the Friends Annual Book

and Movie Night was held on Monday, April 1, 2019 at 7:00 p.m. in the Auditorium. The book and movie shown was "The Children Act" by, Ian McEwan. The moderator for the evening was Laura Winters. The evening went well and had a nice turnout. Mrs. Kelly, the 40th Anniversary Chair reported on the ongoing celebration plans. The 40th Anniversary Committee has three members. Mrs. Kelly, Mrs. Binder, and Ms. Brubaker. The Committee is reviewing and planning a combination of small and big programs. Ideas are in the works for small programs to be held either monthly or every other month. Two Big Programs are being planned as well. The first a Big Gala in the spring of 2019 and the second a town Authors' Reception. The Authors' Reception was done back in 1990 to great success. The Friends are hoping to duplicate that success in 2019 and would welcome any insight from the Board as they plan for the event. The Board asked if professional authors and poetry would be included. Mrs. Kelly said "yes" all are welcome. The Board asked if the event would be expanded if there were not enough local authors to participate. Mrs. Kelly said "no" they are going to keep the event to local authors only. Mrs. Kelly then reported that representatives from the Friends (Mrs. Kelly, Mrs. Binder, and Mrs. Jindal) met with the managing Director of the Paper Mill Playhouse, Mike Stotts. Mr. Stotts was very receptive and nice regarding the Friends outreach. The Friends and the Millburn Library have enjoyed a long, successful relationship over past years. The Paper Mill Playhouse is very active with other local libraries, one being The Livingston Public Library. The Paper Mill is very open to doing things once again with the Millburn Library. Mr. Stotts said that he has to talk to his Board first, but hopes that the Paper Mill will be able to take part in the Friends Spring Gala. The Paper Mill would also like the Millburn Library to be a repository for their archives. The sensory friendly movie was held on Sunday, April 7, 2019. The program was very well publicized by the Millburn School's Department of Special Services, email, and newsletters. There was a large number of participants registered, but the turnout on the day of the program was lighter. In the future a reminder will be sent out to all registered participants. A survey was handed out after the program. Parents were thrilled with the event. The Friends will hold another sensory friendly movie day in the future and expand to other programs to make sure that the environment is very inclusive for all who attend. Spring Museum Night will be on Tuesday, May 7, 2019 at 7 p.m. in the Auditorium. The program will be on "Renaissance Portraits" and the guest speaker will be Vivian Gordon. Publicity for the program will begin. The Friends will begin taking donations for their Annual Book Sale on Wednesday, May 1, 2019 until Sunday, June 2, 2019. The Book Sale will be held on Saturday, June 15, 2019 and Sunday, June 16, 2019. A Friends member's only preview will be held the evening of Thursday, June 13, 2019. Mrs. Ipp said that she will advertise the sale at the Middle School. Mrs. Kelly thanked her. In closing Mrs. Kelly stated that the sale is something that the Friends feels brings the community together. 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 operate under a Temporary Budget. The regular Operating Budget will be adopted after the Township adopts their budget for 2019.

Mr. Banick reported on Personnel. Three retirements are still planned for 2019. Library Assistant Nina Lochkareva on October 1, 2019. Mrs. Lochkareva's last day working was be Friday, March 29, 2019. Librarian Susan Pober on May 1, 2019. Mrs. Pober's last day working will be Thursday, April 18, 2019. Librarian Diane Bratton on October 1, 2019 (this date is still tentative). Part time Sunday Librarians Shea Williams and Lisa O'Shaughnessy reported that their first days on the job went well. They both felt that the orientation packets they received from Administration helped them acclimate. This is especially true because due to their weekend only schedules they do not see anyone from Administration. A staff meeting was held. Customer Service issues were addressed at the meeting. Mr. Banick feels that the employees who needed to hear about issues heard them and that employees who the issues were not directed at were glad that these issues were finally addressed. The Board unanimously said "excellent".

Mr. Banick reported on Buildings & Grounds. The second floor men's room had a plumbing issue that was repaired. HVAC maintenance was performed. No issues were sited. New LED lighting was installed throughout the four restrooms and the gallery case on the first floor. Approved Fire Protection performed the annual service on all fire extinguishers throughout the building. No issues were found.

Mr. Banick reported on Statistics. Visitation is up 3% YTD. Circulation is up 5% YTD. Reference is down 8% YTD. Museum Passes were up 39% YTD. There were 30 programs with 673 attendees last month. 8 teens did 20 hours of volunteer work.

Mr. Banick reported on BCCLS. BCCLS has moved their headquarters from Hackensack, NJ to Fair Lawn, NJ. A Friends & Trustees Advocacy Group program will be held on Tuesday, April 30, 2019 at 7:00p.m. at the Maywood Public Library. Anyone interested in attending can let Mr. Banick know. Carpooling can be arranged.

Mr. Banick reported on the State Library. The news remains unchanged regarding the New Jersey State Library Construction Bond Act that was approved by voters on November 7, 2017.

Mr. Banick reported on the Millburn Library Strategic Plan. The survey was given out both electronically and in hardcopy form. Members of the Strategic Planning Committee, Mrs. Eisner, Mrs. Binder, Mr. Gaylord, and Ms. Sherman staffed a table in the lobby of the library where they handed out surveys and engaged patrons on the topic. To date the Committee has received 88 print surveys and 65 on-line surveys. Surveys will remain available for the public to fill out until Friday, May 3, 2019.

Mr. Banick reported on NJLA. The Annual NJLA Conference will be held in Atlantic City from Wednesday, May 29, 2019 to Friday, May 31, 2019. Mr. Banick will be attending this year. Staff interested in attending will let the Director know so arrangements can be made for them to attend.

Mr. Banick reported on the State Per Capita Aid Program. The Township Committee drew up and passed a Resolution at the Township Committee Meeting on April 2, 2019 supporting increasing funding for the State Per Capita Aid Program. Mrs. Burstein said that the Trustees can now send a copy of the adopted Resolution to the State Legislatures. The Board unanimously thanked Mrs. Burstein for all of her support and help in getting the Resolution passed. Senator Cody has also signed on to co-sponsor the bill. Mrs. Burstein said "you are welcome".

Mr. Banick reported on the Art Advisory Board. The Art Advisory Board would like the Board to accept a small sculpture from local artist Lenny Shapario. The sculpture would be installed on the Glen Avenue side of the building by the entrance. The Board then held a discussion on donations of this sort. The Board feels that they are not flooded with offers of this kind. The last one was over 10 years ago when the current sculpture outside was donated. In closing the Board feels that they will address the issue if a problem presents itself in the future.

Mrs. Burstein asked a question regarding the Financial Reports. How up to date are they when the Board receives them in their packets. The Income Statement represents the end of the prior month. All others represent the current month.

COMMITTEE REPORTS:

The Strategic Planning Committee gave their report. The Committee members helped to staff a table in the lobby of the Library where they handed out surveys and met with the public. They will now begin to look over and gather information from the surveys. The Historical Preservation Vice President stopped by the table and informed the Library that their Committee would like to work with the Friends on their 40th Anniversary Celebration. Mrs. Eisner then informed the Board that some initial feedback she received from patrons involved tutoring in the Library. The Board then held a discussion on the issue. Topics included, use of space for tutoring in the library, fees, and noise levels. In closing the Board feels that when they last addressed the issue in 2015 it was decided that tutoring is a community service that the library has the space to provide this service. The Board feels that the upcoming renovation will help to address the noise level concerns some patrons may have. The Board also wants Mr. Banick to look into how other surrounding libraries handle the issue. He will do some research on the topic and report back to the Board. The Committee said that feedback so far on the building has been positive. The Board then discussed the possibility of holding a public relations event before the renovation begins to see what the public would like. They will revisit this possibility as the renovation gets closer. Mrs. Binder brought up a concern regarding

programming and the numbers of attendees. Some programs just do not have the numbers, no one or very few people attend them. The Board then held a discussion on the issue. They discussed age groups, the timing of the programming, and the programs themselves. They asked Mr. Banick to gather statistics on the topics discussed and to report back to the Board at the May 20th Board Meeting. In closing Mrs. Eisner thanked everyone who helped at the survey tables.

OLD BUSINESS:

The Board asked for an update on the hearing devices to assist hearing impaired patrons who attend movie programs. Mr. Banick reported that he has received two proposals from Office Business Systems. One is for a portable system that a user would borrow. It would work off the current AV System in Meeting Room A. Four wireless devices and equipment needed would cost \$3,200.00. The second proposal is from Hearing Loop. This system is hard wired into Meeting Room A and would work with a patron's hearing aids or cochlear implants. It would be ADA complaint, discreet, and sanitary. Installed it would cost \$15,000.00. The Board said "no" to these two proposals. The Board again feels that what they are looking for is just some much needed amplification during the movies for certain patrons. Mrs. Eisner asked if Mr. Banick reached out to any of the three agencies that she sent him contact information for. He said "no" he had not. He said he did not receive the emails with the contact information. Mrs. Eisner said that she will resend him the contact information. Mr. Banick will reach out to the contacts and report back to the Board.

NEW BUSINESS:

There was no New Business.

The Board went into Executive Session at 8:25 p.m. to discuss a legal matter.

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

Mr. Gaylord asked if there was any further business before the Board before adjournment.

Seeing none Mr. Gaylord requested a motion to adjourn the meeting. Mrs. Eisner "so moved". Mrs. Burstein seconded. All were in favor.

The meeting adjourned at 8:36 p.m.

Respectfully Submitted,

Patricia Giambattista