

MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING
April 17, 2017

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, April 17 20, 2017 at 7:30 p.m. at the Library. Present were: Mr. Freedman, who presided, Mrs. Wasserman, Mrs. Eisner, Mrs. Burstein, Mrs. Binder, and Mr. Banick. Mr. Strickler and Mr. Gaylord were absent.

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

MINUTES:

Mr. Freedman asked for a motion that the minutes of March 20, 2017 be accepted as presented after a change in the Public Comments section to add that Laura Winters is also a Full Time Professor at the College of Saint Elizabeth. Mrs. Eisner so moved. Mrs. Burstein seconded. All were in favor.

FINANCIAL REPORT:

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

Vouchers #2986 - #3021 and payrolls as directed by the Township amounting to \$207,644.20 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. Mrs. Burstein 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 the Teaneck Public Library is for. This is a payment for a lost item by a Millburn patron.

Mrs. Burstein asked how often the Handwritten and Regular Bill List is run. They are run once a month. The Handwritten Bill List is done for payrolls and utility bills that fall outside of the regular bill list cycle.

The Board asked who the vendor Jo-Nick Carpets is. This vendor supplies the replacement carpet tiles for the Library.

PUBLIC COMMENTS:

Mr. Freedman asked if there were any Public Comments. Mrs. Binder reported on behalf of the Friends. The Friends' Annual Book Sale was very successful. The book cart has been placed back out by the elevator on the first floor. The Board asked how successful the sale was compared to previous years. This year was the best with sales around \$6,000.000. Jean James, who has organized the sale for many years will be stepping down in 2018. Dorothy Kelly will take over. Mrs. Binder said that Ms. Kelly will be terrific and has many good ideas for the future of the sale. The Friends' Movie Night showing of "Moonlight", Academy Award winner for Best Picture 2017, went off very well with over 40 attendees. Mrs. Binder thanked Librarian Sue Willis for supervising the program. Mrs. Binder said that Ms. Willis was "wonderful". Laura Winters, Professor at the College of Saint Elizabeth, led the discussion at the conclusion of the film. The Friends Fireside Book Discussion will be held on Monday, May 1, 2017 at 2:00p.m. in the Williamsburg Room. The book will be "The Nightingale", by Kristin Hannah. The moderator will be Millburn Librarian Susan Pober. The Board asked how the funds received for the book cart sales are handled. They are rung up by the Circulation staff and deposited as Miscellaneous Revenue. The Board thanked Mrs. Binder for her report and the Friends' continued support of the Library.

DIRECTOR'S REPORT

The Library continues to operate under a Temporary Budget. Mrs. Burstein stated that the Township Budget will be adopted in May. The Library will then adopt its budget for 2017.

Mr. Banick reported on Personnel. CWA Local #1031 Contract with the Library expired on December 31, 2016, the union has still not approached management to begin negotiations. They may be waiting for Shop Steward Patt Kent to return from sick leave. Rutgers accepted the Library's request for an intern. Mr. Banick is now waiting for Rutgers to give him names of interested candidates. The Board asked if the internship is paid. Mr. Banick said "yes".

Mr. Banick reported on Professional Development. The NJLA Annual Conference will be held from Monday, April 24, 2017 to Wednesday, April 26, 2017 in Atlantic City. Mr. Banick, Librarian Jennifer Lemke, and Librarian Liz Miller Boose will be attending. An in-house Professional Development Day will be held in May. The topics covered for all staff members will include retirement, pension, and health benefits. Librarians will also receive training on eBooks and downloadable content and how they can use this knowledge to help patrons.

Mr. Banick reported on BCCLS. The Executive Director will be taking maternity leave. The Systems Director will be leaving to take a new position in Morris County. The Library Services Coordinator will be retiring at the end of June. Millburn patron service should not be affected by any of these BCCLS personnel changes. The Rochelle Park Public Library is currently not in compliance with BCCLS regulations and is facing expulsion from the organization. Rochelle Park has received an injunction to prevent any action from being taken against them. The court hearing is scheduled for the end of April. The BCCLS membership will wait to see if the courts uphold the injunction before any more actions are taken.

Mr. Banick reported on Building & Grounds. The shelving move is complete. Mr. Banick has received good, positive feedback and compliments on the new open space on the first floor. The Board agreed, they like the openness of the first floor. The Board feels that the space is much more inviting. Mrs. Eisner said that she has received many good comments from patrons on the new location for the DVDs. The proposal for the new wooden end caps for the shelving on the first floor adult side is \$13,000.00. The Board asked if the price is a good one. Mr. Banick said "yes", the pricing is on State Contract and the Library Budget for 2017 can support the expense. The Board unanimously approved the project to move forward.

The Board then held a discussion on Surplus. Mrs. Binder asked if Surplus funds can be set aside for use in future years budgets. Yes, they can. 20% of the previous year's budget may be set aside. In Millburn this would equate to around \$600,000.00 to \$700,000.00. The Library Budget for 2017 has a Surplus figure of \$360,357.00. This figure will be spent down in 2017.

The Board then held a discussion on the Library's Capital Request from the Township for 2017. The Library has requested funds for new LED lighting, Children's Area renovation, new furniture for the Circulation Department back room.

Mr. Banick continued his report on Building & Grounds. Acoustic sound specialists were here at the end of March. Mr. Banick is waiting for the proposal for the hanging of sound panels. The firm will also submit a proposal for sound panels for the walls on the first floor as well as the low walls on the Mezzanine. The Board asked if the current ceiling tiles are acoustic. They are not. The Board asked if they should be replaced. Replacing all the ceiling tiles in the Library would not be cost effective. The Board asked if the fabric on the panels will durable and last. Mr. Banick said "yes". The Board asked what the reason is for new end caps in the Adult section. Mr. Banick said that they will stabilize the shelving and the new lighter wood will match the existing furniture. The Engineering report has been received on the bricks. Where the three bricks came down is the only affected area in the Library. The Engineers will submit a plan to address the area. Some more vertical cracks were found on the walls during the inspection. They do not compromise the structure of the building. All cracks in the walls are scheduled for repair and patching.

Mr. Banick reported on Technology. The new LulzBot 3D printer has been delivered. It will be set up and staff will begin training. Once the staff is trained the printer will be open to the public.

Mr. Banick reported on Statistics. Visitation is good. Circulation is up. Reference is down 3% YTD. Mr. Banick is hopeful that ideas for new signage and the new open floorplan will help to improve the Reference numbers.

Mr. Banick reported on Programming. March 2017 saw 45 programs with 859 attendees. 18 teens volunteered for over 18 hours.

Mr. Banick distributed to the Board before and after handouts of the Teen Area.

Mr. Banick informed the Board that the Millburn Library was mentioned in the Millburn/Short Hills Magazine as the favorite place to read.

COMMITTEE REPORTS:

The Buildings & Grounds Committee reported on sound in the Library. Mrs. Eisner stated that the fabric has been selected for the acoustic tiles: A Millburn blue and beige. The Committee is going to contact Millburn architect Don Fiore. Mr. Fiore will look at the possibility of expanding the Children's Department. He will submit a cost proposal. The Board then held a discussion on the design of the possible new space. Topics included, a movie area, windows, better lighting, a story time nook, and moveable furniture. The Board then discussed looking into better use of the outdoor space on Glen Avenue. The Board will revisit the Glen Avenue side of the building once the Children's Department renovations are finished.

OLD BUSINESS:

Mrs. Wasserman informed the Board that the Millburn School District will be going ahead with its plan to reduce the table of organization for School Librarians. The district will now be served by three Librarians for five elementary schools. The new 5th grade school will not have a Librarian. The Board then held a discussion on the ramifications this decision may have regarding the Millburn Library. The Millburn Library may see an increase in patron use by this age group. The Board then discussed how many school boards, not just Millburn's, are turning towards investing in STEM and STEAM programs. The Board asked if Millburn parents are upset by these upcoming changes. Mrs. Wasserman said "some yes and some no". In closing Mrs. Wasserman informed the Board that she sent an email to the Middle School Librarian Amy Ipp to see if she is interested in being the statutory appointment to the Library Board. Mrs. Wasserman will email Superintendent of Schools Dr. Christine Burton as well to inform her of her

recommendation for her replacement when she retires in June 2017. Mr. Banick informed the Board that the donation check in the amount of \$635.00 was received from the Environmental Commission on March 23, 2017. The funds were used for the recommended books. 33 items have been received so far and 30 are catalogued and out for patron use. Mr. Banick and the Board thanked the Environmental Commission for their very generous donation and support of the Millburn Library.

NEW BUSINESS:

Mr. Banick handed out to the Board their 2017 Financial Disclosure Statements. The deadline for submission is May 30, 2017. Mrs. Wasserman stated that if a Board Member needs help with submitting their forms Patty Giambattista in Administration is the best one to go too. Mr. Banick stated that the Township Clerk can also help out.

Mr. Banick distributed the Board's NJLTA membership cards for 2017.

Mrs. Eisner then led a discussion on the NJ Library Construction Bond Act. This Bond Act would authorize \$125,000,000 in general obligation bonds to be used to fund Capital Projects in public libraries. Mrs. Binder asked if there are any strings attached to the Bond Act. Mrs. Eisner said "no". The Board discussed the possibility of using such funds to help fund the Children's Department renovation. The Board cautioned of course that the Bond Act first needs to come up for a vote and be passed. In closing the Board feels that the first thing to do is get a price for the renovation.

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. Mrs. Burstein "so moved". Mrs. Binder seconded. All were in favor.

The meeting adjourned at 8:30 p.m.

Respectfully Submitted,

Patricia Giambattista