



MILLBURN FREE  
PUBLIC LIBRARY

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## AGENDA

**Library Board of Trustees – Monday, April 20, 2015 – 7:30 P.M.**

**Location: Williamsburg Room of the Millburn Free Public Library**

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- I. Sunshine Law Announcement  
*In accordance with Public Law 1975, Chapter 231, approved October 21, 1975, and known as the "Open Public Meetings Act", be advised that notice of this meeting has been duly made.*
- II. Approval of the Minutes of March 16, 2015.
- III. Approval of the Bills
- IV. Public Comments
- V. Director's Report
- VI. Committee Reports
- VII. Old Business
- VIII. New Business
- IX. Executive Session
- X. Adjournment

**MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING**  
**April 20, 2015**

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, April 20, 2015 at 7:30 p.m. at the Library. Present were: Mr. Eddy, Mrs. Wasserman, Mr. Freedman, Mrs. Eisner, Mr. Gaylord, Mrs. Haimoff and Mr. Banick. Mr. Strickler was absent. Mrs. Ruth Binder of the Millburn Friends of the Library was also present.

In Mr. Strickler's absence, Mrs. Eisner, Vice President of the Board of Trustees' opened the meeting and read the Sunshine Law Announcement.

**MINUTES:**

Mrs. Eisner moved that the minutes of March 16, 2015 be accepted as presented. Mr. Eddy so moved. Mr. Freedman seconded the motion. All were in favor.

**FINANCIAL REPORT:**

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

Vouchers #1880 - #1927 and payrolls as directed by the Township amounting to \$373,053.92 and charged to the Library's appropriation were approved for payment or ratified for payment.

Mrs. Eisner asked for a motion that the Bill List be approved. Mr. Freedman made a motion to approve the Bill List as submitted. The motion was seconded by Mr. Gaylord. All were in favor.

The Bill List was approved as presented.

The Board asked who the vendor Aaron Business Solutions LLC is. They are the vendor that the Township, including the Library, uses for its stationery needs. The Board asked what Jaeger Lumber was used for. They are the vendor that made and installed the two new doors on the Mezzanine level. The Board asked who the vendor Joyce Kaffel is. Ms. Kaffel ran the Film Noir Series. The Board asked who the vendor Jude Mathieu is. Mr. Mathieu is a Library employee, the reimbursement to Mr. Mathieu is for clothing maintenance allowance per the CWA Contract with the Library. The Board asked who the vendor Patt Kent is. Ms. Kent is a Library employee, the reimbursement is for children's program supplies.

The Board then held a discussion on the benefits and drawbacks of hiring the current substitutes that the Library uses through ProLibra. The Library pays a premium for these services. The Board discussed if perhaps there would be a cost savings to the Library if this staff was hired by Millburn and their hours kept under 30 hours per week. The Board instructed Mr. Banick to look into this to see if this is something that can be done and report back to them at the May Board Meeting.

The Board also discussed how the Self Check Machines may be able to reduce staffing through attrition.

### **PUBLIC COMMENTS:**

Mrs. Ruth Binder, Board Member of the Friends of the Millburn Library, reported on their Annual Book Sale. The Friends received lots of good donations that they were able to sell. Mrs. Binder reported that total sales were around \$4,000.00, which was less than last year's total. The Friends feel that perhaps their merchandise is priced too low. They are going to evaluate increasing their prices for next year's sale. The East Orange Public Library and The Bloomfield Public Library came by after the sale and took some books for their Library's collections. A local group also took some children's books to send to Taiwan. The rest of the books were sent to be recycled.

Mrs. Binder said that although the publicity was great, the sales were lower this year. Mrs. Wassermann suggested that next year the information regarding the sale be sent to all of the Media Specialists in the Millburn Public Schools for distribution to the students. Mrs. Wasserman also suggested that Mrs. Nancy Dries, the Communication Coordinator for the Millburn Township Board of Education, be forwarded the information so that it may go out in the School Board's Friday message to the parents.

Mrs. Binder reported that the program for "12 Tribes of Hattie" was a small group and a very pleasant afternoon. The program for "100-Foot Journey" led by Laura Winters, a professor at Saint Elizabeth's College, was very good and low key. Mrs. Binder then went on to hold a discussion with the Board about Programming and low turn outs. One topic of discussion was about what the Library can do to get more people to attend. The Board and Mrs. Binder also discussed holding programs with less attendance in one of the smaller meeting rooms. This solution however is hard to figure out, the program would have to move to the smaller meeting room the day of and sometimes the other space is not available.

This month's Fireside Book Discussion will be "My Beloved World", by Sonia Sotomayor. The book review will be held on Monday, May 4, 2015 at 12:30 p.m. in the Williamsburg Room. The Friends' own Serena Perretti Benson will lead the discussion.

In closing Mrs. Binder reported that the Slate of Officer's for the Friends Board for 2015 are as follows:

President – Neena Jindal  
Vice President – Serena Perretti Benson  
Treasurer - Jean James  
Recording/Corresponding Secretary – Susan Pober

## **DIRECTOR'S REPORT**

The Library is currently working off of a Temporary Budget until the Township adopts the Municipal Budget for 2015. This should take place sometime in May or June.

The PEO donated \$300.00 for the purchase of children's books.

The Township approved the Capital Budget for the Library. It includes the purchase and installation of a new boiler and an electrical transfer switch.

Mr. Banick reported on Buildings & Grounds. The elevator is working properly. Mr. Keith Schoenwalder repaired a clogged pipe in the restroom. There was an incident of vandalism. A swastika was scratched into the glass on the door at the rear entrance of the Library. The glass was covered, the police were notified and a report was filed. The glass was replaced the next business day. The book return arrived and was installed by the Department of Public Works. The new model is larger. The Mezzanine doors arrived and were replaced by Jaeger Lumber. The new doors have glass windows.

Mr. Banick reported on Personnel. Staff has begun to use their vacation and personnel days allotted them per the contract. Three Librarians and the Director will be attending the NJLA Conference held on April 21<sup>st</sup>, and 22<sup>nd</sup> in Long Branch, New Jersey. The Board asked if this is a larger number of staff attending this year. Mr. Banick said "yes", but that the absences from the work place are being covered by other staff members and not ProLibra.

The Board then held a discussion on the vandalism that occurred. Mr. Gaylord asked if any other township buildings were desecrated. Mr. Banick said he was not sure, but that he would reach out to the Police Department for an answer. Mrs. Hamioff said that she did not know of any other buildings being vandalized. The Board then held an in-depth discussion on the advantages and disadvantages of having a security camera system installed in the Library. Mrs. Binder asked if the Library has an alarm system. Mr. Banick said "no". Some Board members have a concern with big brother looking at everything. In closing Mr. Gaylord suggested that the Board ask the Police Department for their recommendation. If the Police Department feels that this is a good idea then the Board can look into it further. The Board instructed Mr. Banick to reach out to the Police Department and report back.

Mr. Banick reported on Statistics. Visitation is up 3.6% over last month. Circulation is up over 6% YTD and 4.3% for the month. Reference is down 16% and down 11 3/4% YTD. Hoopla had 279 streams at a cost of \$575.00. The Self Check Machines are doing over 20% of the Library's checkout business. The public fax machine saw 14 user's with a commission to the Library of \$0.85.

Mr. Banick reported on Programming. There were 60 programs held with almost 1,000 attendees.

Mr. Banick reported on Technology. The new Wi-Fi has been wired to the network. The launch of the 3D printer will take place sometime in June. The Board is concerned with the amount of noise that the printer makes. Mr. Banick stated that he will find an appropriate place for the printer to be set up before its launch date. Mr. Banick informed the Board that BCCLS began a subscription to Hoopla. Hoopla has sent the Library a reimbursement check in the amount of \$3,378.34 for the unused funds. Millburn will now pay for Hoopla directly through BCCLS. Mr. Banick stated that the only downside to this move is that Millburn use to have 30 checkouts per month and now patrons are only allowed 8.

The Molly Woodworth paintings have been delivered. They will be hung along the second floor hallways. Mr. Eddy asked if they need to be insured. Mr. Banick said "no".

The Quiet Zone plans are coming together. Mr. Banick will revise the current policy on the quiet rooms to include the Mezzanine during certain hours of operation. The Board asked if there have been any more questions or concerns from patrons regarding the tutors. Mr. Banick said "not a peep". The Board asked if the tutors will be moving downstairs under the new policy. Mr. Banick said "yes".

The Museum Pass service will begin on Friday, May 1, 2015. Mr. Banick handed out a list of the Museums participating and went over how the checkout procedures will work. Mrs. Wasserman asked Mr. Banick to give the information on the new passes to Mrs. Nancy Dries, Communications Coordinator for the Millburn Township Board of Education. Mr. Banick said "yes", he will send the information to her.

The shelving for the new Blu-Ray discs has been ordered. Once it arrives it will be installed by the current DVD collection.

The Board asked how much the Museum Passes are per year. Mr. Banick said the total costs are \$3,000.00. The Board feels that that amount is ok to give the service a shot but instructed Mr. Banick to reevaluate the expenses for the Museum Passes on a yearly basis to be sure that the cost is in line with usage. The Board also asked Mr. Banick to be sure that the new service is publicized well to the Millburn patrons.

### **COMMITTEE REPORTS:**

There were no Committee Reports.

### **OLD BUSINESS:**

The Financial Disclosure Forms are due on April 30, 2015. If any Board member needs assistance Patty Giambattista in the Director's Office or Megan Patrick in the Clerk's Office will gladly help.

### **NEW BUSINESS:**

Boy Scout Horace Giambattista from Saint Rose of Lima BSA Troop 17 respectfully asked permission from the Director to do his Eagle Scout Project at the Library. The Project would be landscaping the dirt area by the rear entrance of the building. Horace and the volunteer boy scouts would work under the direct supervision of local township landscaper Andrew K. Becker. Mr. Banick asked for the Boards approval. The Board responded "great, yes".

Mr. Banick handed out the Library's 2015 Budget. Mr. Banick and Mr. Freedman reviewed all of the Library's payroll and contractual services for 2015, which are rather straight forward. Mrs. Eisner asked if the annual fee to BCCLS included the new Hoopla service. Mr. Banick said "no", it may go up slightly.

The Board then held a discussion on the advantages of having the Millburn Library deliver books to the homebound senior population in the Township. West Orange and Maplewood are just two surrounding communities that offer this service. Mrs. Hamioff stated that Millburn has nothing like that here. The Board agreed that the senior population is one that the Library should reach out to when a patron is unable to get out to the Library on their own. One suggestion from the Board was to possibly have the Senior Citizen Bus make the deliveries. Mrs. Hamioff will pursue the idea of home delivery with Mr. Gordon, Business Administrator, and report back to the Board.

The Board then returned to their budget discussion. Mrs. Eisner asked if the Library still had a surplus. Mr. Banick said "yes, in the amount of \$138,000.00". The Board then discussed how a library can carry up to 20% of its total budget before any return of surplus could be approved by the State Library. Excluded from this are any funds earmarked for Capital and any gifts, grants, or bequests. Mr. Eddy cautioned that when this was done in the past the Library received many negative remarks regarding this practice. In closing the Board agreed that the draft budget is a good starting point. Mrs.

Eisner moved that any further discussion on the budget be tabled until the May 18<sup>th</sup> Board Meeting. Mr. Gaylord seconded the motion. All were in favor.

The Board went into Executive Session at 8:40 p.m. to discuss personnel matters.

The Board came back into Regular Session at 8:52 p.m.

Mrs. Eisner asked if there was any further business before the Board before adjournment.

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

The meeting adjourned at 8:53 p.m.

Respectfully Submitted,

Patricia Giambattista