

MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING
May 15, 2017

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, May 15, 2017 at 7:30 p.m. at the Library. Present were: Mrs. Binder, who presided, Mr. Strickler, Mrs. Wasserman, Mrs. Burstein, Mrs. Eisner, and Mr. Banick. Mr. Freedman and Mr. Gaylord were absent.

Mrs. Binder opened the meeting and read the Sunshine Law Announcement.

MINUTES:

Mrs. Binder asked for a motion that the minutes of April 17, 2017 be accepted as presented after the following amendments are made. Page 3, line 2 spelling change to Friends' Movie Night. Page 4, line 3 clarify to read that BCCLS service towards Millburn will not be effected. Included that Laura Winters is a Professor at Drew University as well. Mr. Strickler 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 #3022 - #3059 and payrolls as directed by the Township amounting to \$187,143.71 and charged to the Library's appropriation were approved for payment or ratified for payment.

Mrs. Eisner asked for a motion that the Bill Lists be approved. Mr. Strickler 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:

Mrs. Binder asked if there were any Public Comments. Mrs. Binder reported on behalf of the Friends. The Friends' Museum Night will be held on Tuesday, May 23, 2017 at 7:00 p.m. in Meeting Room A. Vivian Gordon will be give a presentation on Italian painter of the Early Renaissance, Botticelli. The Friends' Fireside Book Discussion was held on

Monday, May 1, 2017 at 2:00p.m. in the Williamsburg Room. A nice intimate group was in attendance. The book discussed was "The Nightingale", by Kristin Hannah. The Friends' Annual Book Sale grossed over \$6,000.00 in sales. The sales for 2016 were \$6,500.00. 2017 was a little under from last year, but still ahead of previous years. Jean James will be retiring from the Friends' Board. Mrs. James ran the Friends' Annual Book Sale for many years and serves as the Friends' Treasurer. Mrs. Binder said that her retirement will be a great loss, but that the Friends' Board wishes her well in her retirement. The Trustees agreed and wished Mrs. James well. The Friends are waiting to receive the Library's wish list for 2017. Once they receive it the Board members will go over it to see in which areas they can help out. The Board and Mrs. Binder then held a discussion on the book sale and disposal of unsold materials. The Friends saved from 6 to 7 cartons of unsold books for their book cart sales. Since Meeting Room A needs to be put back in order for programs the turnaround time is short. Unsold materials must be disposed of quickly. A dumpster is rented and the unsold materials are collected for recycling. Mrs. Binder said that Jacelin Noel and his staff do a really good job with the cleanup. Mrs. Eisner suggested that the Friends contact Atlantic Rehab. This organization has inpatient facilities that have libraries that may be able to use the unsold materials. The Friends will look into this for next year. 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. Expenses are in line with expectations. The Library will present its Draft Budget at the June 26th Board Meeting for adoption. The Library will receive \$150,000.00 in Capital Improvement Funds from the Township's 2017 Budget for Improvements to the Children's Room. The LED lighting, new furniture for the Circulation Work Room, and the acoustic tiles will not be funded at this time. The Library may be able to expend some of its own Surplus to fund these projects in 2017.

Mr. Banick reported on Personnel. Patt Kent remains out on sick leave. Mrs. Kent had been the CWA Local #1031 Shop Steward. Paulette Anen has been appointed as the new Shop Steward in Mrs. Kent's absence. The CWA Local #1031 Contract with the Library expired on December 31, 2016, the union has still not approached management to begin negotiations. The contract is in a status quo period. Rutgers student, Janis Werner, will begin her summer internship in June. Mrs. Werner is happy for the opportunity and the Library is happy to have her on board for the summer.

Mr. Banick reported on Professional Development. The NJLA Annual Conference was held from Monday, April 24, 2017 to Wednesday, April 26, 2017 in Atlantic City. Mr. Banick, Librarian Jennifer Lemke, and Librarian Liz Miller Boose attended. Their reports on the conference were included in the Board's packets. Circulation staff members Paulette Anen and Cathy Pepin-Toussaint attended a BCCLS training session in New

Milford, NJ. The staff meeting held on Thursday, May 18, 2017 was successful and very informative.

Mr. Banick reported on BCCLS. The Rochelle Park Public Library is currently not in compliance with BCCLS regulations. At the May 12, 2017 System Council Meeting the membership voted to remove Rochelle Park from the BCCLS System. The vote was 73 yes, 1 no, and 2 abstentions. Personnel changes are also occurring. The Executive Director will be taking maternity leave. The Systems Director will be leaving for a new position in Morris County. The Library Services Coordinator will be retiring at the end of June. The Executive Director hopes to have the two open positions filled before her maternity leave begins.

Mr. Banick reported on Building & Grounds. The Teen Area renovations are complete. The Library will be holding a ribbon cutting ceremony to formally open the new space and will be mounting a plaque in the area to thank the Friends of the Millburn Library for their generous donation that was used to help fund the improvements. Acoustic sound specialists submitted their proposal for the hanging of sound panels and for sound panels for the walls on the first floor up to the Mezzanine. The proposal is \$28,000.00. The Board held a discussion on only installing the ceiling acoustic tiles first or going ahead with the project as a whole which would include the wall panels on the first floor and Mezzanine. The Board feels that the Library has the funds to available and there is no benefit in waiting to do the wall part of the project at a future time. The board asked how long the lead time is for installation. Mr. Banick said "four to six weeks". The Board unanimously agreed to proceed with the project in its entirety. The new AV shelving installation will begin on Tuesday, May 16, 2017. The patio installation on the Glen Avenue side entrance to the Library will start in June. A leaky valve on the boiler was replaced. The repair cost \$3,000.00, but was necessary for the unit to function properly.

Mr. Banick reported on Technology. The new LulzBot 3D printer is installed and working. The machine is much faster and quieter than its predecessor.

Mr. Banick reported on Statistics. Visitation is up 7% YTD. Circulation is holding flat. Reference is down 9% YTD. Mr. Banick informed the Board that he will be looking into how to improve these numbers going forward. He went on to say that the Children's Department Reference numbers are ok, it is the Adult side that is holding the total number down. Museum Pass circulation remain strong. Mr. Banick thanked the Friends for their continued support of this very popular service.

On Saturday, June 3, 2017 the Essex County Libraries will have an information table set up at the Turtle Back Zoo. The purpose is to raise awareness of Public Libraries and the services they provide. The member libraries hope that with positive exposure the Freeholders may begin to provide funding for libraries.

The Library will install a plaque dedicating the New Book Shelves in memory of Mr. Edmund Spelman. Mr. Spelman was an avid reader on all subjects. The dedication of the

New Book Shelves seems appropriate and is being done with the Spelman family's approval.

Mr. Banick reported on Programming. The County Big Read Program wrapped up in April. Millburn held two movie showings that related to the book and held a book discussion. Mr. Banick thanked The National Endowment of the Arts for their support of Millburn's events.

Trustee Financial Disclosure Statements for 2017 are due at the end of May. Any questions may be directed to the Township Clerk's office.

Mr. Banick distributed handouts on eBook sales. The Board then held a discussion. Topics included patron preferences between print copies and eBook formats and how technology is changing on a daily basis. For now the Library will continue to serve two customers: print patrons and the eBook format patrons.

The New Jersey Library Construction Bond Act that seeks to authorize \$125,000,000 in general obligation bonds to be used to fund Capital Projects in public libraries remains in the Senate. If the Governor signs the Act by June 30th it will appear on the ballot in the November 2017 election as a referendum question for New Jersey State registered voters.

COMMITTEE REPORTS:

The Buildings & Grounds Committee reported on the Children's Department renovations. Mrs. Eisner and Mr. Banick met twice with Millburn architect Don Fiore. The first meeting was to give Mr. Fiore the Library's wish list for the space. The second meeting was to review tentative plans for the space. The Board then held a discussion on the renovations. Topics included the possibility of Mr. Fiore being able to make some use of architect plans that were previously done for the Library regarding renovations, preliminary costs and construction costs for the project, and if the cost for adding on to the space is worth the price for the amount of extra space that will be picked up. The Board then discussed the possibility of doing a Capital Campaign to raise funds for the Children's Department renovation. Patrons who use the space may donate. Mrs. Binder stated that the Friends may be able to help raise the funds as well. She will look into this with the Friends Board and report back. The Board then asked if Mr. Banick knows if the Bond Referendum were to pass will Millburn get any money. Mr. Banick stated that there is "no means test right now". The Board feels that there are a lot of unknowns. To only renovate the space as is will cost between \$150,000 to \$200,000. To move then wall and renovate could cost between \$700,000 to \$800,000 exclusive of the furnishings. The Board feels that the renovation of the Children's Department is long overdue. It needs to be done. They will wait to see what happens at the end of June and with the Bond Referendum before any further decisions are made.

OLD BUSINESS:

There was no Old Business.

NEW BUSINESS:

Mrs. Wasserman reported that Middle School Librarian Amy Ipp will be the new school board statutory appointment to the Millburn Library Board of Trustees. Mrs. Wasserman said that Ms. Ipp is very knowledgeable. Ms. Ipp has worked as a Librarian at the Livingston Public Library. Ms. Ipp has the experience and knowledge at both the municipal and school level. Mrs. Wasserman said that she will introduce Ms. Ipp to the Board at the June 26th meeting.

The Essex County Chapter of MEND (Meeting Essential Needs with Dignity) will place a non-perishable food collection box on the first floor of the Library from July 1, 2017 to September 1, 2017. The food drive is for Essex County families struggling to provide meals to their children during the summer months. With schools out for the summer months the need to help these local families increases. The Board unanimously agreed and supports the food drive.

There was no Executive Session.

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

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

The meeting adjourned at 8:35 p.m.

Respectfully Submitted,

Patricia Giambattista