



MILLBURN FREE
PUBLIC LIBRARY

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AGENDA

Library Board of Trustees – Monday, May 16, 2016 – 7:30 P.M.
Location: Williamsburg Room of the Millburn Free Public Library

- 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. Call of the Roll
- III. Approval of the Minutes of April 18, 2016
- IV. Approval of the Bills
- V. Public Comments
- VI. Director’s Report
- VII. Committee Reports
- VIII. Old Business
- IX. New Business
Conversion of Strategic Planning Committee from Ad-Hoc to Standing
Presentation of 2016 Operating Budget
- X. Executive Session
- XI. Adjournment

MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING
May 16, 2016

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, May 16, 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.

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

MINUTES:

Mr. Strickler asked for a motion that the minutes of April 18, 2016 be accepted as presented. Mr. Freedman so moved. Mrs. Eisner seconded. All were in favor.

FINANCIAL REPORT:

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

Vouchers #2497 - #2537 and payrolls as directed by the Township amounting to \$212,316.83 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. Eddy 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 payments to Gian Marco Trattoria were for. The checks were for pizza for Teen Programs and a staff lunch during National Library Week. The Board asked what the payment to Kipp Brother's is for. This is for Summer Reading Program materials. The Board asked who the vendor Moody General is. This is the vendor used to purchase janitorial supplies. The Board asked what check #2509 to BCCLS in the amount of \$45,599.00 is for. This is the second payment for Millburn's annual membership in the consortium.

PUBLIC COMMENTS:

Mr. Strickler asked if there were any Public Comments. Mr. Banick reported on behalf of the Friends. Mr. Banick stated that he attended the Friends Business Meeting on Monday, May 2, 2016. Mr. Banick introduced Mrs. Elizabeth Miller Boose, Millburn's new Reference Librarian to the Friends. The book discussion held on May 2nd and led by Millburn Librarian Jennifer Lemke was well attended. The next book discussion will be held on Monday, June 6, 2016 at 2 p.m. in the Williamsburg Room. The book is "Brodeck", by Philippe Claudel. The Friends annual book sale netted \$6,500.00. This is the best sale in the last 12 years. The average is usually around \$3,700.00. In closing Mrs. Eisner said that the book selection from the Friends Book Cart on the main floor is very good and that the books are selling nicely.

DIRECTOR'S REPORT

The Library continues to work off of a Temporary Budget.

Mr. Banick reported on Buildings & Grounds. The engineers looked at the cracks in the walls on the main floor. They are not dangerous and will be repaired. The Board is curious why the cracks appear on both sides of the building. The engineer's initial impression is that the cracks are due to shifting in the foundation, but further study will be done. A plumbing leak was repaired in the first floor men's room by plumber Keith Schoenwalder. AJ Celiano repaired a valve over the Circulation Desk. The HVAC system was inspected by Trane. A damper in the Administrative Office is scheduled to be replaced. The inspection also found that the coils in the duct work are quite dirty. AJ Celiano will be submitting a price quote to clean them. The transfer switch for the Township's portable generator is scheduled to be installed soon at the Library.

Mr. Banick reported on Personnel. Grace Dougherty has been out on sick leave with a pinched nerve. Megan Pehanick will begin her maternity leave on Friday, May 20, 2016. She plans on being out on leave for six months. Patt Kent will be out on sick leave after surgery later this month. Susan Poerber may be out on sick leave for family medical matters. Staff schedules will be adjusted to cover the absences. The summer intern is also scheduled to start work on Wednesday, June 8, 2016. ProLibra can also be called if needed. Mr. Banick and Librarian Jennifer Lemke will be attending the NJLA Conference in Atlantic City from Monday, May 16th thru Wednesday, May 18th. Mr.

Banick will chair the NJLA Finance Committee for 2016 and chair the Sub-Committee for Investments.

Mr. Banick reported on Statistics. Visitation is up 12%. Circulation is up 7.5%. Reference is up 20%. Museum Pass usage continues to be strong.

Mr. Banick reported on Programming. May saw 33 programs with almost 600 attendees. Teens and the Opportunity Project members continue to volunteer.

Mr. Banick reported on ReBL. Mr. Banick asked that discussion on Millburn reentering the ReBL system be tabled until next month. More information is still needed. The Board agreed to table the ReBL discussion until its June Board Meeting.

Mr. Banick reported on the Summer Reading Program. The 2016 Summer Reading Program is ready to go.

Mr. Banick reported that new Reference Librarian, Elizabeth Miller Boose, will be Millburn's Adult Program Coordinator.

Mr. Banick reported that five Essex County Library's will be at the Turtle Back Zoo for an Open House. The Essex County Library Directors have received a \$15,000.00 grant from the National Endowment for the Arts for the Big Read Program. This year's book is "Silver Sparrow" by Rutgers Professor, Tayari Jones. Professor Jones will begin book talks in 2017 at various libraries in the county.

The Board asked Mr. Banick if he has been able to calculate a realistic dollar amount for the outstanding fines owed to the Millburn Library. Mr. Banick said that "no" he has not. He will narrow down the figure for the June Board Meeting. The Board would like to see this figure cleaned up a bit.

COMMITTEE REPORTS:

The Insurance Committee reported that the review of the Township's Insurance Policy is complete. Mr. Gaylord said that he went through the policy in its entirety and that he gives it "a complete ok". Mr. Strickler went on to say that Mr. Gaylord has done a very prudent job of assessing that the Township is sufficiently insured for the building. The Board feels that it would be wise to look over the replacement costs for the collection every few years. Most insurance companies do not look at replacement value as it changes too much. Mr. Gaylord went on to say that the review took three months and that the coverage is total. Mr. Strickler and the Board thanked Mr. Gaylord for a very fine job and for all of his hard work. Mr. Strickler asked for a motion to disband the Insurance Committee. Mr. Gaylord so moved. Mr. Freedman seconded the motion. All were in favor.

OLD BUSINESS:

There was no Old Business.

NEW BUSINESS:

The Strategic Planning Committee reported that they will be taking some pictures with a digital camera in order to add some visual elements to the report. The Strategic Plan will launch some time from mid to late June. Mr. Strickler asked that the Strategic Planning Committee be left as a standing committee. The Board all agreed. The Board thanked the Committee for a great job. The plan will be very well received by the Township and its residents.

The Board held a detailed discussion on the 2016 Operating Budget for the Millburn Library. Areas discussed included the new breakout figure for the Municipal Library on a resident's tax bill, the savings the Library will see with closing the Library on Sunday and staying open on Saturday during August, and personnel and retirement costs and how to budget for them. Mr. Strickler then asked for a motion to approve the 2016 Operating Budget for the Library. Mr. Gaylord so moved. Mr. Freedman seconded the motion. All were in favor.

The Board then discussed the Capital Budget. The Township funds Capital Projects for the Library. The Board decided that in due time they would have discussions about major improvements that may need to be done in the Library. They agreed that the Board needs to keep an eye on Capital needs outside of the ones mentioned in the Strategic Plan.

There Board went into Executive Session at 8:23 p.m.

The Board came back into Regular Session at 8:26 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. Freedman seconded. All were in favor.

The meeting adjourned at 8:27 p.m.

Respectfully Submitted,

Patricia Giambattista