MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING
May 20, 2019

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, May 20, 2019 at 7:30 p.m. at the Library. Present were: Mrs. Eisner, who presided, Mrs. Burstein, Mrs. Kelly, Ms. Sherman and Mr. Banick. Mr. Gaylord, Mrs. Binder, and Mrs. Ipp were absent.

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

MINUTES:

Mrs. Eisner asked the Board to review the minutes.

Mrs. Eisner asked for a motion that the minutes of April 15, 2019 be accepted as submitted. Mrs. Burstein so moved. Mrs. Kelly seconded. All were in favor.

FINANCIAL REPORT:

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

Vouchers #4031 - #4084 and payrolls as directed by the Towaship amounting to $205,579.63 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. Mrs. Burstein made a motion to approve the Bill Lists as submitted. The motion was seconded by Mrs. Kelly. All were in favor.

The Bill Lists were approved as presented.

The Board asked who the vendor Jerry Vezza is. Mr. Vezza is the piano tuner. The Board asked who the vendor Jenny Yiu is. Mrs. Yiu is the owner of Kung Fu Tea in Millburn. The check to Mrs. Yiu is for gift cards to be used as summer reading prizes.
PUBLIC COMMENTS:

Mrs. Eisner asked if there were any Public Comments. Mrs. Kelly reported on behalf of the Friends. Mrs. Kelly reported that the second Spring Museum Night of the year was on Tuesday, May 7, 2019 at 7 p.m. in the Auditorium. The program on “Renaissance Portraits” went very well. Many attendees also signed up to receive the Friends newsletter. The Friends will begin their big push to get everything ready for the Annual Book Sale. Book donations are up from last year. Pre-sorting has been on going. Set-up will begin from June 10, 2019 to June 13, 2019. Volunteers are welcome. A Friends Members preview will be held on Thursday June 13, 2019. You can sign up that evening for a $20.00 membership fee and take advantage of the preview sale. Books remaining after the sale will be donated if possible. Children’s books will not be a problem. Adult books can be harder to redistribute. The Friends are currently looking at Churches, Synagogues, and other houses of worship to donate the religious books to. The Friends will keep some remaining books to stock their book cart and the Little Libraries throughout the year. Clean up from the sale will be complete by Monday, June 17, 2019. The Friends will be opening up a Little Free Library at the Township’s Municipal Pool for the summer. A public announcement is coming soon. The Friends 40th Anniversary Celebrations are ongoing. The Friends are teaming with the library this summer by sponsoring a “Summer of Science”. Themes include Chemistry, Physics, Super Sonics, and an Invention Show. The first of the programs will be the Chemistry Show on Thursday, June 6, 2019 at 6:30 p.m. The programs are targeted to 3rd through 8th grades. Mrs. Burstein asked Mrs. Kelly to forward her the dates and information for the Summer Programs. She will make an announcement at the May 21, 2019 Township Committee Meeting. Mrs. Kelly will forward the information and thanked Mrs. Burstein. Mrs. Eisner said that she would also like the information forwarded to her and suggested that the program information be put up on the TV information screen at the circulation desk. Mrs. Kelly agreed that this should be done and said that publicity will start right away. Mrs. Kelly asked if any Board members knew if Millburn will be having a Police Night Out this year. The Taylor Park Little Free Public Library will be celebrating its one year anniversary. Mrs. Kelly would love to time a celebration with Police Night Out. Mrs. Burstein said that she will find out and let Mrs. Kelly know. In closing Mrs. Kelly said that the Friends continue to be very busy with lots of programming plans in the works for the fall. The Board thanked Mrs. Kelly for her report 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 at the June 17, 2019 Board Meeting. The Township has adopted their budget for 2019.
Mr. Banick reported on Personnel. The Library has not received a Certified List of Eligibles from Civil Service. Once the list is received the Library will begin the hiring process for the Librarian 4 Title per Civil Service Regulations. Librarian Diane Bratton will be retiring on March 1, 2020. She has informed the Library that she will be working until February 29, 2020. The Board asked if the Library can begin the interview process for a new hire before she leaves. For an entry level Librarian Title “yes” the Library can.

Mr. Banick reported on Buildings & Grounds. The Library’s annual fire alarm and sprinkler inspection was done. A faulty exhaust fan was replaced by AJ Celiano. After the repair the Library passed inspection. The Glen Avenue outer entrance door was rekeyed for BCCLS deliveries. Mrs. Eisner asked why only part of the first floor has sprinklers. Mr. Banick said that he did not know. Mrs. Burstein said that when the construction begins for the renovation that all sprinklers and their hardware may have to be up to new codes. The Administration Offices had new LED lighting installed.

Mr. Banick reported on Statistics. Visitation and Circulation YTD is ok. Reference is down YTD. Mr. Banick will need to keep an eye on it. Teens continue to do volunteer work. An Opportunity Project volunteer continues to shelve one morning a week.

Mr. Banick reported on Technology. The Library will not be converting staff computers to laptops. The risks of stolen laptops outweigh the benefits.

Mr. Banick reported on BCCLS. In house delivery of items will begin in June. Millburn is prepared for the new system. The Trustees Advocacy Program held on April 30th was well attended. BCCLS would like to make some rules uniform. There are 77 libraries in the system, each with its own set of rules. Some things that BCCLS is looking at are: activate automatic renewals, borrowing period all being the same length of time, fines being the same, and barcode placements. The Board then held a discussion on the topic. The Board said that barcode placement would not make much of a difference. Fines however would need to be discussed future since they are a revenue stream. A standardized borrowing period would be nice and they are in favor of automatic renewals as long as no other patron is waiting.

Mr. Banick reported on the State Library. The updated news regarding the New Jersey State Library Construction Bond Act that was approved by voters on November 7, 2017 is as follows. Millburn received an e-mail on May 1, 2019 that contained a survey. Millburn answered and submitted the survey along with its cost estimate. Millburn is waiting for a reply. The Board asked if not answering the survey would disqualify a library from receiving funds. “No” it will not.

Mr. Banick reported on the Millburn Library Strategic Plan. The survey was given out both electronically and in hardcopy form. There were 230 total responses. Staff focus group meetings were held on May 15th and 16th. Staff who could not attend were e-mailed an online survey to complete if they wanted to. The Strategic Planning Committee is still on track to provide a draft plan to the full Board this summer.
Mr. Banick reported on Professional Development. The Annual NJLA Conference will be held in Atlantic City from Wednesday, May 29, 2019 to Friday, May 31, 2019. Mr. Banick and Librarian Elizabeth Miller Boose will be attending this year. Librarian Janis Werner will be attending the Book Expo America in New York during the same time. The Annual ALA Conference will be held this year at the end of June in Washington, D.C.. Mr. Banick will be attending.

Mr. Banick reported on the Art Advisory Committee. The Art Advisory Committee held its Annual Student Art Show in the gallery during the month of May. The Annual Reception for the students and scholarship awards will be held on Tuesday evening, May 21, 2019 in Meeting Room A.

**COMMITTEE REPORTS:**

The Strategic Planning Committee gave their report. Mrs. Eisner and Mrs. Sherman attended the staff sessions and felt that they were very informative. Mrs. Eisner said that it was also nice to have the input of new employees that were not working here when the last Strategic Plan was adopted.

**OLD BUSINESS:**

The Board held a discussion on the Program Report that was given to them in their packets from the Director. The Board reviewed the statistics and different programs offered along with individual costs associated with them. In closing the Board feels that they are doing better than five years ago but that the Library needs to continue to make strides in this area. The Board then asked for an update on the hearing devices to assist hearing impaired patrons who attend movie programs. The Board said no to the two proposals from Office Business Systems at the May Board Meeting. Mr. Banick reported that he and Mrs. Eisner met with representatives from Sound Choice Assisted Listening, Inc.. Mr. Banick got their name from the Deaf and Hard of Hearing Services Department in Trenton, NJ. The hub, (6) devices, and charging equipment would cost $2,830.00. Mrs. Eisner said that the product is light weight and user friendly. She went on to say that it not only will help children with hearing loss but will also assist children with ADHD. The system will also work with cochlear implants, is easy to keep sanitized, and is ADA complaint. The Board asked how long the company has been in business. They are in business 20 years. The Board feels that this device is what they are looking for and unanimously authorized Mr. Banick to make the purchase and have the device installed.

The Board then held a discussion on the report in their packet regarding tutoring. The report surveyed Directors in the BCCLS System and how they handle the topic. Of the eight to ten who responded most are hands off and do not judge. The Board feels that the core value of libraries should be to be generous with tutoring and that the library can do a
better job at controlling noise levels. Some Board members would like to stop by at the peak time for tutoring, which is in the afternoon, to see the tutoring activities for themselves and to hear for themselves the noise levels. They also feel that there are peak times during the school year when tutoring increases, such as during AP Exams. The Board then discussed how tutoring differs from other patrons who conduct business in the Library. They would like to look at how the Library is used during the year. Tutoring is fine but running your business out of the Library, the Board sees a difference between the two. The Board asked if there is a cell phone policy. There is not. There used to be one, but with cell phones being so user friendly today they are allowed as long as you are not disturbing another patron. The Board feels that noise issues sometimes can be generational and that many of the concerns will be addressed through the upcoming renovation.

NEW BUSINESS:

The Board unanimously agreed to move the June 2019 Board Meeting back to Monday, June 17th.

The Board then held a discussion on Religious Meetings in the Library in response to a request for such a meeting. The Township Attorney was consulted and sent a recommendation for the Board to consider, to modify both the meeting room policy and the meeting room application. The Board feels that to change the policy and application would be a knee jerk reaction to one request and it is difficult for the Library to determine on its own what constitutes a religious service, who determines that it is one and why is it not allowed. The public schools rent out space for such events, why would the Library bar it and why would the Library care? In closing the Board agreed to table the topic and not to make an issue over what right now is a non-issue.

There was no Executive Session.

The Board discussed not meeting in July and August as they have done in previous years. All Bill Lists would still be reviewed and signed off on by the Treasurer and approved by the full Board in September. The Board unanimously agreed to consider cancelling the summer meetings and will revisit the issue at the June Board Meeting.

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. Mrs. Kelly “so moved”. Mrs. Sherman seconded. All were in favor.

The meeting adjourned at 9:15 p.m.
Respectfully Submitted,

Patricia Giambattista