MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING
May 21, 2018

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, May 21, 2018 at 7:30 p.m. at the Library. Present were: Mr. Freedman, who presided, Mrs. Eisner, Mr. Gaylord, Mrs. Burstein, Mrs. Binder, Mrs. Kelly, and Mr. Banick. Mrs. Ipp was absent.

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

MINUTES:

Mr. Freedman asked for a motion that the minutes of April 16, 2018 be accepted as presented. Mr. Gaylord so moved. Mrs. Eisner seconded. All were in favor.

FINANCIAL REPORT:

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

Vouchers #3535 - #3581 and payrolls as directed by the Township amounting to $370,378.76 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. Mr. Gaylord 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:

Mr. Freedman asked if there were any Public Comments. Mrs. Binder reported on behalf of the Friends. The Friends Book Sale and Preview Night were a great success. Mrs. Binder said that Mrs. Kelly did a “fantastic job”. The Book Sale made more money than any previous years. The Board agreed and thank Mrs. Kelly for an extremely good job. The leftover books were donated by the Friends to interested organizations and any that remained after were recycled. The Friends Spring Museum Night “Treasures of the Frick Collection” held on Wednesday, May 16, 2018 was fabulous and Mrs. Binder thanked
Mrs. Kelly for organizing the event. Even on a rainy night the turnout was terrific. Mrs. Binder said that it just goes to prove that low attendance may be more about the program being offered then the weather. Mrs. Kelly then reported on the Book Sale. The sale grossed $8,872.00, which is up $2,000.00 over last year. The Friends Member Preview Night was a success. Eighteen new members joined. The Book Sale had more donations this year than in previous years. Mrs. Kelly and her team will begin to sort and organize earlier next year. Mrs. Kelly then reported on the post-sale. Better World Books could not participate this year. Organizations that did take print and non-print materials included: Two Millburn High Schools students, The Millburn Integrated Pre-School, The Millburn Middle School, The Interfaith of the Oranges, The Regional Day School in Newark, Family Connections in Orange, and Golda Ooc. Mrs. Kelly also donated eight boxes to Better World Book who in turn will give the Library a credit for purchases from Baker & Taylor. The ongoing book sale cart continues to do very well. In closing Mrs. Kelly said that the Friends are very grateful to the Frick Museum for being so receptive to their Spring Museum Night. The speaker Mr. Rory Ellis was exceptional. He was engaging, witty and took the time to answer questions from the audience. The Friends hope to do a program again with them. The Board thanked Mrs. Binder and Mrs. Kelly for their reports and the Friends for their continued support of the Library.

DIRECTOR’S REPORT

The Library continues to work off of a Temporary Budget until the Township Committee adopts the Municipal Budget for 2018. Revenues and expenses remain in line with expectations for this point in the year.

Mr. Banick reported on Personnel. The CWA Local #1031 contract clause that state part-time employees must work more than 1,000 per year in order to earn sick or vacation leave time is invalid per New Jersey Civil Service. Classified, permanent part-time employees must be pro-rated sick and vacation leave time. The Library must make whole seven part-time employees. Pro-rated vacation time will not accumulate, it must be used in the year it is earned. Pro-rated sick time will accumulate per New Jersey Civil Service rules. The Library will go back to the seven employee’s dates of hire or six years whichever is less. The Library will pay the seven part-time employees previous vacation earned and owed. The total payment foot the even part-time employees is $8,199.97. They will be paid on the June 1, 2018 Payroll.

Mr. Banick reported on Buildings & Grounds. The annual fire inspection was completed. The Library passed. The six new security cameras are installed and operating. Maintenance did touch up paint work throughout the building. The concrete work on the ramp and loading dock is scheduled to begin on Wednesday, May 23, 2018.

Mr. Banick reported on Professional Development. Mr. Banick, Librarian Susan Willis, Librarian Elizabeth Miller Boose, and Librarian Janis Werner will be attending the NJLA Annual Conference in Atlantic City from Tuesday, May 1, 2018 to Friday, May 31, 2018.
Librarian Susan Pober will be attending the ALA Conference in New Orleans in June 2018. Mrs. Pober is active in the ALA and appreciates her being able to attend.

Mr. Banick reported on Technology. Unicom Solution Group tested the server’s back up capabilities. They took the server off line to test the backup disk. It passed. The backup disk is now six year’s old and the manufacturer recommends its replacement this year. The funds for the replacement have been appropriated in the Library’s 2018 Operating Budget.

Mr. Banick reported on Statistics. Visitation is down YTD. Circulation is flat for April 2018, but is up 2.5% YTD. Reference is up 38% and up 23% YTD. Museum Passes are down YTD. There were 23 programs with a total of 500 attendees in March. Six teens volunteered for 16 hours. Mrs. Eisner asked if the Library will be doing something for the volunteer’s this year. The Board discussed doing something last year, but nothing took place, they would like something done this year. Mr. Banick “yes”, Librarian Janis Werner will be doing something this year.

Mr. Banick handed out a list of Community Groups that meet at the Library.

Mr. Banick handed out a brochure available to patrons regarding free on line databases available to patrons.

The Board then held a discussion on the security gates in the lobby of the main floor. Mr. Banick proposed removing them. He polled other BCCLS Library Directors. He handed a report with his findings to the Board. The Board then discussed the three options Mr. Banick presented. They are to leave the system in place, upgrade to rfid, or remove them. The Board asked how much an upgrade to rfid would cost. The cost is around $50,000.00. The Board asked what the current rate of theft of materials from the Library is now. Mr. Banick said that he has no solid numbers. The Board asked if the idea of removing the security gates came from the designer, is it part of the upcoming renovation work on the first floor. Mr. Banick said “no” that it is his idea. In closing the Board agreed that removing the security gates would certainly be nicer visually, but that appearance needs to be weighed against the cost of lost materials. The Board does not want to be without a security anti-theft system in place and they do not want to upgrade to rfid. The cost is too high. The Board agreed that the current security gates will remain in place.

The Board then held a discussion on building safety. They discuss the benefits of having lockdown drills for the staff like the schools do. The Board also instructed Mr. Banick to look into improved safety measures for the building i.e. doors and windows. Mr. Banick will report back to the Board at the June Board Meeting.

Mr. Banick reported on Programming. A new Adult Series entitled “Learn Something New” began in May. The Board then held a discussion on publizing programming that the Library offers. Mrs. Kelly said that the Friends now have a publicity person. She will see if the Friends can help to get the word out. Hopefully programs can begin to be
promoted on a wider scale. Mrs. Kelly requested that the programming information be
given to her so that she can pass it along to the Friends publicize. Mrs. Eisner suggested
that the series be filmed and put on YouTube. Mrs. Binder agreed that that is a great idea
for people who cannot attend the event when it is presented. The Board agreed. Mr.
Freedman then asked who did the new on line databases brochure. Librarians Susan
Pober, Jon Michaud, and Barbara Simmonds did the design work and put the content
together. The Board said that it was a job very well done.

Mr. Banick reported on BCCLS. T-Force has taken back over deliveries. The Library is
waiting for the hold limit to be lifted. The search for a new Executive Director continues.
An announcement is expected soon. Mr. Banick is on two BCCLS Committees for 2018.

Mr. Banick thanked the Friends of the Millburn Library and Library staff members for all
of their work on the Book Sale.

Mrs. Eisner let the Board know that if anyone or any staff members in the library have
human interest stories related to the Library she would be more than happy to write them
up and submit them to the local media sources. Mrs. Eisner enjoys this kind of
community outreach work. Mrs. Kelly said that her daughter just received her first
library card today. This is just the kind of story that Mrs. Eisner is looking for.

**COMMITTEE REPORTS:**

The Building Committee reported on the Children's Department renovations. Three
preliminary design plans were submitted by Creative Library Concepts. The staff has all
had the opportunity to review them. They agree that Plan C-2 is really not an option.
They like elements of both Plan C-1 and Plan C-3. The Board said that the preliminary
plans are a good start. The Board went on to discuss the timing and planning for the
renovation. Items discussed included the amount of time that the Library would need to
be closed and staff scheduling, health concerns from the demolition process for the staff,
the bidding process for the award of the contract, and programming scheduling that will
be effected. The Friends Annual Book Sale being one main concern. Mrs. Kelly
suggested the possibility of Friends programming being held at other township venues,
such as the Bauer Center. In closing the Board agreed that there is still much planning to
take place before any renovations begin.

**OLD BUSINESS:**

There was no Old Business.
NEW BUSINESS:

Mr. Banick showed the gift from the Art Advisory Committee to the Library. It is a beautifully framed poster commemorating the restoration of the two Township owned Dufner paintings that hang in the main floor of the Library as well as a beautiful easel for its display. The Board thanked the Art Advisory Committee for the wonderful gift.

Mr. Banick handed out the Library’s 2018 Operating Budget. Most of the line items in the budget are either contractual or service contracts. The Board would like as many print materials as possible to be purchase during the year. The Board discussed how less money may be spent on non-print materials due to the popularity of on-line streaming services. The Board also discuss using the Capital Surplus line item for the Children’s Department and Circulation Department renovation work. Mr. Freedman requested a motion to approve the 2018 Library Operating Budget. Mrs. Burstein so moved. Mrs. Eisner seconded. All were in favor. The 2018 Library Operating Budget was approved as presented.

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. Eisner seconded. All were in favor.

The meeting adjourned at 8:50 p.m.

Respectfully Submitted,

Patricia Giambattista