MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING
June 17, 2019

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, June 17, 2019 at 7:30 p.m. at the Library. Present were: Mr. Gaylord, who presided, Mrs. Eisner, Mrs. Burstein, Mrs. Kelly, Mrs. Ipp, Ms. Sherman, and Mr. Banick. Mrs. Binder was absent.

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

MINUTES:

Mr. Gaylord asked the Board to review the minutes.

Mr. Gaylord asked for a motion that the minutes of May 20, 2019 be accepted as submitted. Mrs. Burstein 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 #4085 - #4134 and payrolls as directed by the Township amounting to $464,193.53 and charged to the Library’s appropriation were approved for payment or ratified for payment.

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

The Board asked who the vendor the Doll Loft is. This vendor is holding a children’s program. The Board asked what the payment to the NY Post is for. This is the subscription fee.
PUBLIC COMMENTS:

Mr. Gaylord asked if there were any Public Comments. Mrs. Kelly reported on behalf of the Friends. The 16th Annual Friends of the Millburn Library Book Sale topped 2018’s record with sales of just over $12,000.00. Individuals, families, and book dealers came to the sale and the feedback was very positive. Many patrons requested that the Friends hold the sale twice a year. The Friends are unable to do this. They do not have the resources needed to undertake such a large endeavor more than once per year. For next year the donation period will be scaled back. Pre-sorting the donations ahead of time was successful this year and will be done again for next year. The Board asked if the timing of the sale, having it in June was better. Mrs. Kelly feels that moving the sale back to its April dates is the better option. Many volunteers that are crucial to the success of the sale are not available during the month of June. It is the end of the school year, which is a very busy time for people. The Board then asked about the role dealers play in the sale. Do they end up purchasing a lot? Should the Preview Night be closed off to them? Mrs. Kelly feels that if they join at the door that night it is okay. There is more than enough materials for the sale and they are not permitted to use scanners. The dealers were not in the way. If the case should change, then the Friends would revisit their policy on dealers during the Preview Night. Mr. Banick went on record to thank Mrs. Kelly, Marjorie Brescia, the many volunteers, the Friends, Board members, and Library staff who helped set up, worked the sale, and help clean up. The Board agreed and unanimously applauded and thanked everyone as well. The Friends are co-sponsoring The Summer of Science with the Library. The first program was “That Chemistry Show” on Thursday, June 6, 2019. There were 170 attendees. Children and their guardians all enjoyed the show. Upcoming programs included a Physics Show, Super Sonics, and an Invention Show. Mrs. Burstein requested the dates so she can announce them at the next Township Committee Meeting. Mrs. Kelly will forward them to her. The Board thanked Mrs. Kelly for her report and the Friends for their continued support of the Library.

DIRECTOR’S REPORT

Mr. Banick reported on Finance. The Library continues to operate under a Temporary Budget. The regular Operating Budget will be adopted at tonight’s meeting. YTD the Library’s finances are on target. The Township’s 2018 Audit is underway. The auditors are scheduled to come to the Library on Thursday, June 20, 2019. The Friends of the Millburn Library made their annual donation to the Library in the amount of $10,000.00. The donation will be used for the Summer Reading Program 2019 and Museum Passes for 2019.

Mr. Banick reported on Personnel. The Library has received a Certified List of Eligibles from Civil Service and will begin interviews for the Librarian 4 Title per Civil Service Regulations. ProLibra Substitutes will be used to cover absences and vacations in the
Circulation Department, Children's Department, and Reference Department. Reports from the NJLA Conference are attached for the Board’s review from Mr. Banick and Librarian, Elizabeth Miller Boose. Librarian Janis Werner attended the Book Expo in New York during the same time as the NJLA Conference. Mr. Banick will be attending the ALA Conference in Washington D.C. beginning on Thursday, June 20, 2019.

Mr. Banick reported on Buildings & Grounds. There were no issues last month.

Mr. Banick reported on Statistics. Reference is down YTD. Museum Passes are up 50% YTD. Circulation remains strong and is up 5.7% over last year. There were 42 Programs with just under 800 attendees. Volunteers continue to do excellent work.

Mr. Banick reported on Technology. The Library will begin working on the installation of new desktop computers for the staff. An update glitch in the public computer time management system was fixed.

Mr. Banick reported on BCCLS. In-house delivery of items began in June. The transition is going well. Kinks and timing issues are being worked out.

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. Regulations going into the Public Comment period will begin on Monday, July 1, 2019. There will then be a 60 day wait period. The response period will run through September 2019. Proposals will be accepted beginning in early 2020.

Mr. Banick reported on the Millburn Library Strategic Plan. The survey was given out both electronically and in hardcopy form. There were 230 responses. Mr. Banick and Mrs. Eisner are in the process of going over the responses. The Strategic Planning Committee is still on track to provide a draft plan to the full Board this summer.

Mr. Banick reported on the Summer Reading Program. The program started on Monday, June 17, 2019. Mrs. Burststein asked if he knew how many children have signed up yet. Mr., Banick said “no”, but the he will know soon and let the Board know. The Library will also be running an Adult Summer Reading Program for the summer of 2019.

**COMMITTEE REPORTS:**

The Strategic Planning Committee gave their report. Mrs. Eisner went over some of the main concerns she has come across so far in the responses from the survey. They are as follows:

- More Seating
- Abate noise
- Too much gaming
Website too old, needs updating  
Improve restrooms  
Not enough large print books and audio books  
Increase seating in YA  
Enlarge the YA collection  
More online books  
Electrical outlets don’t function  
Not enough outdoor seating

As far as staff was concerned patrons had positive reviews. One area in which they saw a shortcoming is with the Librarians not being on the floor more. Patrons have to get up to ask their questions or get help while leaving their belongings behind. It would be helpful and good customer service if one Librarian was assigned to walk around to assist patrons.

Mrs. Eisner stated that the tables set up and manned by the Board were very successful during the survey process and that patrons enjoyed being able to speak directly to a Board Member. She asked the Board if they would be willing to do this on monthly basis. The Board loved the idea and unanimously agreed. Mrs. Eisner will begin this new outreach program in the fall.

OLD BUSINESS:

There was no Old Business.

NEW BUSINESS:

The Sound Choice Assisted Listening system was installed in Meeting Room A on Tuesday, June 18, 2019.

Mr. Banick handed out the 2019 Library Operating Budget to the Board. The Board then held a detailed discussion on the Budget. Appropriations for 2019 are up 2.2%. Most of this can be attributed to the Capital Fund carryover from 2018 that will be used for the upcoming renovation. Personnel Expenses are down. The Materials line item is up, but the Non-Print line item is down. This is because streaming has become the new thing. The Programming line item is up by 3.5%. This will help the Board offer more Programming for patrons in 2019. Data Processing is up over 2018 due to the purchase of new staff computers. The BCCLS Annual Bill is up over 2018 due to the new in house delivery system. The Telephone line item has been removed. Staff no longer have cell phones that are paid for by the Library. The rest of the 2019 line items in the budget remain flat. Mr. Gaylord as for a motion to approve the 2019 Library Operating Budget as presented. Mrs. Burstein so moved. Mrs. Eisner seconded. All were in favor.
The Board held a discussion on a donation offer from Dr. Mark McLaughlin, the son of the late Dr. John McLaughlin, who founded the World War II Book Club. Dr. Mark McLaughlin would like to donate his father's World War II Book collection to the Millburn Library to be used for research. Topics discussed included if the collection is the right fit for Millburn, would the collection circulate out or only be used in house, does the Library have the space to accommodate the collection, is the collection better suited in a University setting. In closing the Board decided that the first step is to see what the collection actually is. Then they will revisit the offer.

Mr. Gaylord asked for a motion to cancel the July 2019 Board Meeting and to authorize Payrolls and Handwritten and Regular Bill List for July and August 2019. The Board does not meet in August. The Board will reconvene on Monday, September 16, 2019. Mrs. Burstein so moved. Mrs. Eisner seconded. All were in favor.

Mr. Gaylord asked for a motion to give the Director, Mr. Banick and the Personnel Committee permission to interview the top three candidates on the Civil Service List of Eligibles for the Librarian 4 Position and to make a hiring offer to the successful candidate to begin work in August. The Board unanimously agreed.

There was no Executive Session.

Mr. Gaylord asked if there was any further business before the Board before adjournment.

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

The meeting adjourned at 8:40 p.m.

Respectfully Submitted,

Patricia Giambattista