MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING
June 25, 2018

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, June 25, 2018 at 7:30 p.m. at the Library. Present were: Mr. Freedman, who presided, Mrs. Eisner, Mrs. Burstein, Mrs. Ipp, Mrs. Kelly, and Mr. Banick. Mr. Gaylord and Mrs. Binder were absent.

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

MINUTES:

Mr. Freedman asked for a motion that the minutes of May 21, 2018 be accepted as presented. Mr. Freedman 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 #3584 - #3630 and payrolls as directed by the Township amounting to $202,884.74 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. Mrs. Burstein made a motion to approve the Bill Lists as submitted. The motion was seconded by Mrs. Ipp. All were in favor.

The Bill Lists were approved as presented.

Mrs. Burstein asked why some line items that have been budgeted for have no charges against them at this point in the fiscal year. This is because the Library spends the Municipal portion of the budget first and the Library funded portion second.

Mrs. Eisner stated that she looks at the budget line items when she reviews the monthly Bill Lists.
PUBLIC COMMENTS:

Mr. Freedman asked if there were any Public Comments. Mrs. Kelly reported on behalf of the Friends. Four Board Members retired from the Friends Board at their June meeting. Two new members came on Board. The Friends approved the purchase of two Free Floating Libraries. They will be stocked and maintained by the Friends. They are in the process of talking with Township Business Administrator, Alex McDonald, as to the permit and installation process. The Friends would like to see them installed at Taylor Park and The Short Hills Train Station. The South Orange Friends currently have and maintain theses libraries. Mrs. Kelly plans to reach out to the President of the South Orange Library Friends to see if they have had any issues, and if so how they addressed them. She would like to be well prepared in advance of Millburn's installation. The 2018-2019 programming schedule is in place. The Fireside Book Series is set. The schedule will depend on the upcoming renovations. The Friends Fall Museum Night will be on Wednesday, November 14, 2018. The Friends Chess Tournament will be on Saturday, December 1, 2018. The Friends Annual Book Sale will be held in June 2019. Mrs. Kelly, Mrs. Binder, and Mrs. Jindal attended a BCCLS seminar “Friends Build Your Capital Campaign” on Tuesday, June 6, 2018 at the Maywood Public Library. The seminar was very informative with many good resources given. The Millburn Friends feel that they are in a very good position if they ever proceed with this kind of fundraising campaign. The Friends are once again sponsoring the Summer Reading Program for 2018. This year they also purchased bookmarks for the children and teens. Mrs. Kelly was also able to get permission from the School Board to put a bookmark in all of the Township’s public school students K-5 backpacks at year end. This is a great big push for the Summer Reading Program from the Friends. The Board thanked Mrs. Kelly for her report and the Friends for their continued support of the Library.

DIRECTOR'S REPORT

The Library’s 2018 Operating Budget was adopted by the Board of Trustees at the May 21, 2018 Board Meeting. Revenues and expenses remain in line with expectations for this point in the year. The BCCLS bill is now quarterly.

Mr. Banick reported on Personnel. The Library has made whole the seven part-time employees who were owed prorated sick and vacation leave time. With the summer months ahead all employees received a copy of the Library’s Dress Code and Hygiene Policy as a reminder. A staff member fell and hit their head. They are currently out on Workmen's Compensation. The Library expects a follow up report on the case at the end of June. A staff member had eye surgery and is out on sick leave. They are recovering at home and expected back at work in the beginning of July. Employees continue to sign up for vacation leave time.

Mr. Banick reported on Buildings & Grounds. The concrete work on loading dock wall and the back entrance ramp is complete. Mrs. Binder and Mr. Barick met with staff on
Thursday, July 14, 2018 to review and discuss prep work for the upcoming renovations. Revised plans have been received from the designer. Mr. Banick handed them out to the Board. The HVAC system has had some problems. They are being addressed and repairs are scheduled to be made.

Mr. Banick reported on Professional Development. Mr. Banick, Librarian Susan Willis, Librarian Elizabeth Miller Boose, and Librarian Janis Werner attended the NJLA Annual Conference in Atlantic City from Tuesday, May 29, 2018 to Friday, May 31, 2018. Reports from each employee are attached for the Board’s review. Librarian Susan Pober is currently attending the ALA Conference in New Orleans. She will be back to work in the office on Friday, June 29, 2018.

Mr. Banick reported on BCCLS. Mr. Banick attended the LAMP (Library Administration Management and Personnel) meeting. Plans are underway for a breakfast and workshop for Director’s on labor law. A lawyer would be asked to conduct the workshop. Mrs. Eisner asked if there is any news on the Executive Director search. Mr. Banick said “no”, but that he is scheduled to attend the BCCLS System Council meeting on Thursday, June 28, 2018 and that he will know more then and report back to the Board.

Mr. Banick reported on Technology. One adult internet station is scheduled to be replaced. This will be done by Unicom Solution Group. Mr. Banick informed the Board that he wants all of the professional staff to be able to help a patron with any technical problems or questions that they may have. He feels that patrons need to have an even level of service from the professional staff at all times. Quality service should not depend on which staff member is on duty.

Mr. Banick reported on Statistics. Circulation is up 0.3% YTD. Reference is strong. Greenwood Gardens is back open at the end of June and Museum Passes will again be available to patrons.

Mr. Banick reported on Programming. 37 programs had over 600 attendees. Ten teens volunteered for 20 hours. The Summer Reading Program begins the week of June 18, 2018. This program is sponsored by The Friends of the Millburn Library. Mr. Banick and the Board thanked the Friends for their continued support of this program and for the bookmarks this year.

Mr. Banick attended a Director’s meeting in Maplewood, New Jersey. Issues affecting libraries today and the Construction Bond Issue were discussed. His report is attached for the Board’s review.

Mr. Banick reported on BCCLS. LibraryLinkNJ met in mid-June. Current delivery is managed by them. They approved their budget for this year, but are using all reserves available to run. This may be their last year in business. BCCLS is working on a plan in case they do close so that delivery will continue. eLibrary NJ is one of Millburn’s eBook content providers. eLibrary NJ membership met with Baker & Taylor and OverDrive,
Inc. (Millburn’s current digital distributor). Mr. Banick and the Board then held a
discussion on who would be the more stable provider in the long run. A vote will be held
soon by eLibrary NJ and the majority will rule. No decision on how Millburn will vote
has been made yet. The search for a new BCCLS Executive Director is still active. An
announcement is expected in the near future. BCCLS holds have been increased from
three to five. The next System Council Meeting is on Thursday, June 28, 2018. Mr.
Banick is on two BCCLS Committees for 2018.

Mr. Freedman asked how many were in attendance at the NJLA Conference in Atlantic
City. Around 630 attended.

Mrs. Ipp asked Mr. Banick about the session he attend called “Whose Voice”. This
session looked at bias and prejudice in a Library’s collection development practices, with
a focus on juvenile literature. The Board then held an in depth discussion on the subject
as it relates to the MFPL and Millburn’s Schools libraries. Mrs. Ipp asked Mr. Banick if
he had any handouts available for her to look at from the session. Mr. Banick said “no”
one were provided to the attendees.

COMMITTEE REPORTS:
The Building Committee reported on the Children’s Department renovations. The
Committee members met with staff to go over comments and suggestions they had.
Their suggested changes are minor in nature and the Committee will consider making
said changes to the renovation plans.

OLD BUSINESS:
Mr. Banick reported on building security. It is possible to tie new security doors and card
access in the renovation project.

A time line for the upcoming renovations still needs to be discussed.

Mrs. Eisner would like new signage for the building to also be addressed in the upcoming
renovations.

Mrs. Kelly asked what will be done to protect the Dufner paintings during the renovation
work. They will be taken down, wrapped, crated, and stored securely.

The Board then held a discussion on the Millburn Art Advisory Film Event on the Dufner
paintings restorations held on Friday, June 22, 2018. Mrs. Eisner stated that Karen
Hughes from the Item of Millburn/Short Hills wrote a very nice article about the event.
Mrs. Burstein was in attendance that evening and said that it was a very nice event. Mr.
Banick stated that the film really helped to together the whole restoration process. Mr. Banick and the Board would like to put the short film on the Library's website and provide copies for patrons. The Art Advisory Committee, however, has plans to enter the film for some possible awards so this will have to wait a bit longer. Mrs. Ipp would like to talk to the art teachers and Mrs. Kelly about a possible program at the Middle School regarding the film. She feels that it would really elevate the students to take pride in their Township. It would also show the students a career that they may never think about, Art Restoration. Mrs. Burstein feels that the program would be well suited for the High School students as well. Former Millburn High School students actually did the filming.

NEW BUSINESS:

Mr. Freedman asked the Board if they would like to cancel the July 16, 2018 Board Meeting since the summer is a slow time of the year and there are no pressing issues before the Board. The Board does not meet in August. Mr. Freedman said that if the need arose the Board could always hold a Special Meeting. Mrs. Eisner stated that she will still come in July and August to approved the Bill Lists and that the Board can do the formal Resolutions at the September 17, 2018 Board Meeting. The Board agreed.

Mr. Freedman requested a motion to cancel the July 16, 2018 Board Meeting and to only hold a Special Board Meeting if necessary. All were in favor.

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.

Mr. Freedman wished everyone a "Great Summer".

The meeting adjourned at 8:20 p.m.

Respectfully Submitted,

Patricia Giambattista