MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING
June 26, 2017

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, June 26, 2017 at 7:30 p.m. at the Library. Present were: Mr. Freedman, who presided, Mrs. Wasserman, Mr. Gaylord, Mrs. Burstein, and Mr. Banick. Mr. Strickler, Mrs. Eisner, and Mrs. Binder were absent. Ms. Ipp was also present.

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

MINUTES:

Mr. Freedman asked for a motion that the minutes of May 15, 2017 be accepted as presented after a spelling correction of Amp Ipp to Amy Ipp. Mrs. Burstein so moved. Mrs. Wasserman seconded. All were in favor.

FINANCIAL REPORT:

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

Vouchers #3060 - #3120 and payrolls as directed by the Township amounting to $215,493.98 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.

The Board asked why the Baker & Taylor bill for the month of June is larger than usual. Mr. Banick said that the Library placed a large order with print and non-print materials in June.

Mr. Banick pointed out to the Board that there are some local vendors on June’s Bill List. These are local merchants that the Library purchased gift cards from for Summer Reading Program give aways. There are 10 gift card from each merchant. Each individual gift card is a $10.00 value. The Board asked what criteria is used to determine who gets a gift card. Mr. Banick said that participation, logs of how many minutes a patron reads, and weekly raffles are just a few of the ways that will be implemented.
PUBLIC COMMENTS:

Mr. Freedman asked if there were any Public Comments. Mr. Banick reported on behalf of the Friends. The Friends' final meeting for the summer season was held in June. At the meeting Mr. Banick presented the Library's wish list. The Friends gifted the Library $11,000.00. The money will be used to fund the Summer Reading Program for Children, Teens, and Adults. Mr. Banick sent a thank you on behalf of the Board of Trustees for the Friends' very generous donation. The Board thanked the Friends for their continued support of the Library.

DIRECTOR'S REPORT

The Library continues to operate under a Temporary Budget.

Mr. Banick reported on Personnel. Patt Kent will be retiring effective August 1, 2017. Grace Dougherty is feeling better and has returned to work full time. Regny Charles remains out on sick leave recovering from bypass surgery. The summer intern, Janis Werner's, first day was Monday, June 19, 2017. Mrs. Werner will work in all departments in order to help her decide her professional path. Kyle Pucciarello will return for the summer as temporary help. This will be a cost savings to the Library. Mr. Pucciarello’s salary is less than what would be paid to ProLibra for a substitute. Mrs. Pober attended the ALA Conference in Chicago through July 3, 2017. Staff continue to take summer leave time. Mr. Banick will be taking vacation time starting on Wednesday, June 28, 2017 and returning to work on Monday, July 10, 2017.

Mr. Banick reported on BCCLS. The removal of the Rochelle Park Public Library from the BCCLS System is underway. The goal is to have the removal completed by July 1, 2017.

Mr. Banick reported on Building & Grounds. The patio is installed on the Glen Avenue side of the building. Patrons are making use of the new space. The removal of the planter inside the entrance of the Glen Avenue side will be done the week of June 26, 2017. The cracks on the first floor walls were repaired on Saturday, June 24, 2017. The acoustic panels will be installed in July.

Mr. Banick reported on Technology. The new LulzBot 3D printer is installed and working well. The Library has decided to remove the middle man for all dealings with the iPad kiosk. The Library will be working directly with the firm who the Library...
purchased the printer from. This should make for smoother and faster service when it is needed.

Mr. Banick reported on Statistics. Visitation is up 8% YTD. Circulation is down slightly. Reference is down 7% YTD. Museum Pass saw 71 uses in May 2017 and 215 uses YTD. The Friends of the Millburn Library fund this program in full. The Board and Mr. Banick thanked the Friends for their continued support of this very popular service. Twitter uses have been added to the stats beginning in June 2017. The Newsletter has 216 members.

Mr. Banick reported on Programming. May saw 33 programs with just over 700 attendees. 26 teens volunteered for 18 hours.

Mr. Banick reported on several items. The People Counter is broken. The Library is in the process of replacing it with a new one. NJ Transit has begun its summer track repairs. The Library is helping to keep patrons informed. Mrs. Burstein said that she will be sure to have the information added to the Township’s website as well. The Library will be offering extended checkout this summer. Patrons who will be away on vacation can now keep materials out for up to 8 weeks. Mr. Freedman asked if this will only be a summer time thing. Mr. Banick said that the Library will see if it takes hold this summer. If the answer is yes, then the Library can look at making it a year round deal. Ten Internet hotspots have been acquired from T-Mobile. Patrons will be able to checkout and borrow them soon. The Board asked how long the checkout period will be for. It will be for 2 weeks, the same as non-print materials. If the program is successful the Library can obtain more hotspots. The Board agreed that this is a great service to offer Millburn patrons. Annual Statistics will now be compared to Millburn Library peer groups. These include the Summit Library, Livingston Library, and Maplewood Library to just name a few.

The Board then held a discussion on Millburn Library services. Millburn is doing well compared to other peer libraries but has some room for improvement and growth. One area is programming. Programming in Millburn has lacked in past years so there is ample room for growth here. Millburn’s materials and overall holdings are good due to the library’s budget. The Board then discussed reasons for Millburn’s Reference stats being low. One reason could be patrons making much wider use of search engines on their own. The Board would like to look into this. Perhaps call the Reference Desk the Information Services Desk, get the Librarians up and asking patrons if they need assistance. Not have them sit and wait to be approached. Emphasize customer service. Beginning in July or August, Mr. Banick will be to track who made the initialed contact for information. The patron going to the staff member or the staff member asking the patron if they need help and the interaction leading to Reference help. The Board agreed that customer service is very important, likes this new idea, and is looking forward to seeing if it helps to improved Reference numbers.

The Library received a $10.00 check from the State of New Jersey. This was Millburn’s share collected from the NJ income Tax forms 2016.
COMMITTEE REPORTS:

The Buildings & Grounds Committee reported on the Children’s Department renovations. They will be meeting in mid-July with Creative Library Concepts, the architect, and members of the Children’s Library staff. The Board likes Creative Library Concepts and stated that they feel they are doing a nice job on the project.

The Negotiation Committee reported on the negotiations with CWA Local #1031. Management is ready to sit down and begin negotiations. Management has not been approached by anyone from the CWA Local #1031. The CWA Local #1031 union contract with the Library expired on December 31, 2016.

OLD BUSINESS:

There was no Old Business.

NEW BUSINESS:

The Budget for 2017 was handed out to the Board. The 1/3 MIL for 2017 is $3,241,551.00. This is a 2.8% increase over 2016. The Surplus for 2017 is $360,357.00 this is a 10% increase over 2016. The Board then held a discussion on the 2017 Budget. The Capital improvement line item is up due to excess surplus money. Mr. Banick said that the funds will be spent in 2017 on the new patio, new end caps, and the Children’s Department renovations to name a few. The Board asked the Director if he plans to have any surplus going into 2018. Mr. Banick said that there may be some going into 2018 due to the timing of invoicing for the 2017 projects, but that his objective is a zero budget going into 2018. The Board asked why the Overdue Materials line item is anticipating more money then it received in 2016. Mr. Banick said that was somewhat out of the ordinary and that he hopes 2017 will fall back into the usual pattern. The Board then asked why the Vision benefits line item is $7,410.00 when only $1,454.00 was expended in 2016. Mr. Banick said that if all employees who are eligible put in for this benefits the money will be needed, therefore it is better to budget for it and be pleasantly surprised if the total budget is not expended. The Board then asked why the Accrued Entitlement actual figure of $85,000.00 is closer to only $50,000.00 being spent. Mr. Banick said that the money was set aside in 2015 for retirements. In 2016 there was only one retirement. $35,500.00 was carried over to 2017 for any future retirements. The Board then stated that the budget was well put together. Mr. Freedman asked for a motion to adopt the
2017 Library Budget. Mrs. Burstein so moved. Mrs. Wasserman seconded. All were in favor.

The Board then acknowledged and thanked Mrs. Wasserman for all of her years of service to the Library Board of Trustees. A plaque and flowers were presented to Mrs. Wasserman. Mrs. Wasserman thanked the Board for their kind gesture and said that “it has been a pleasure”. The Board wished Mrs. Wasserman a very happy retirement.

Ms. Amy Ipp’s first meeting as a Board member will be at the July 17, 2017 Board meeting.

The Board went into Executive Session at 8:40 p.m.

The Board came back into Regular Session at 8:45 p.m.

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. Mr. Gaylord “so moved”. Mrs. Wasserman seconded. All were in favor.

The meeting adjourned at 8:47 p.m.

Respectfully Submitted,

Patricia Giambattista