AGENDA

Library Board of Trustees – Monday, June 27, 2016 – 7:30 P.M.
Location: Williamsburg Room of the Millburn Free Public Library

I. Sunshine Law Announcement
In accordance with Public Law 1975, Chapter 231, approved October 21, 1975, and known as the “Open Public Meetings Act”, be advised that notice of this meeting has been duly made.

II. Call of the Roll

III. Approval of the Minutes of May 16, 2016

IV. Approval of the Bills

V. Public Comments

VI. Director’s Report

VII. Committee Reports

VIII. Old Business

IX. New Business

X. Executive Session

XI. Adjournment
MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING  
June 27, 2016

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, June 27, 2016 at 7:30 p.m. at the Library. Present were: Mr. Strickler, who presided, Mr. Eddy, Mrs. Wasserman, Mr. Freedman, Mrs. Eisner, Mrs. Burstein and Mr. Banick. Mr. Gaylord was absent.

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

MINUTES:

Mr. Strickler asked for a motion that the minutes of May 16, 2016 be accepted as presented. Mr. Freedman so moved. Mrs. Eisner seconded. All were in favor.

FINANCIAL REPORT:

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

Vouchers #2538 - #2590 and payrolls as directed by the Township amounting to $418,608.77 and charged to the Library's appropriation were approved for payment or ratified for payment.

Mr. Strickler 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 what the payment to Martin M. McElroy is for. Mr. McElroy is the Library's CPA. This is for work done on the 2015 Audit. The Board asked who the vendor Lyrasis is. It is a network that partners with member libraries to support group purchasing. The Board asked why the "Non-Print – Municipal" line item in the budget is ahead of schedule on spending. This is because the Librarians placed a large order for non-print materials in April. Mr. Banick has readjusted the librarians' spending budgets to reflect the April purchases.
PUBLIC COMMENTS:

Mr. Strickler asked if there were any Public Comments. Mr. Banick reported on behalf of the Friends. Mr. Banick stated that the Friends are on hiatus for the summer. The Friends will be working on their annual newsletter during the break. The newsletter will be released in September. The Friends are also working on getting authors for fall and winter programming.

DIRECTOR’S REPORT

The Library is working off of an Adopted Budget.

The 2015 Audit is complete. The Audit was clean. There were no comment or recommendations.

Mr. Banick reported on Buildings & Grounds. The engineers looked at the cracks in the walls on the main floor. They feel that the cracks are not caused by settlement of the building. Wind shear may be a factor. There are no structural problems. The cracks will be cut, filled and painted. The Township is paying for the repairs.

Mr. Banick reported on Personnel. Grace Dougherty is back to work full time. Megan Pehanick is out on maternity leave. She plans on being back to work full time at the end of November. Patt Kent is back to work full time. Summer intern Kyle Pucciarello has begun working and will be on the schedule through August. Staff has begun to take summer vacations. Employees continue to take professional workshops and webinars.

Mr. Banick reported on Statistics. YTD Visitation, Circulation and Reference continue to be up. Reference saw a decrease in May. This may be attributed to staff absences during the month of May. Museum Passes have 800 uses through the end of May. May being the one year mark for the program. Beginning this summer a new pass will be added, the Intrepid.

Mr. Banick reported on Programming. May saw 34 programs with almost 700 attendees. There were 14 teen volunteers accounting for 42 hours.

Mr. Banick reported on ReBL. Mr. Banick asked that discussion on Millburn reentering the ReBL system be tabled until the fall. More information is still needed. The Board agreed to table the ReBL discussion until its September Board Meeting.

Mr. Banick reported on the Summer Reading Program. The 2016 Summer Reading Program is has started. This year the Library is including all age groups: children’s, teens, and adults. In keeping with the 2016 Theme of "Sports/fitness/Wellness," the Library has added a healthy living series of programming for adults.
Mr. Banick reported that the Library's first newsletter was released in June. The newsletter will be released monthly.

The Board asked a question regarding programming. If a program has low attendance will the Library keep it running. Mr. Banick said "no", but that it may be held a few times to first see if it gets off the ground. The Board then asked if there are any costs involved with running these programs. Mr. Banick said that in some cases "yes", but the costs are minimal. Mrs. Eisner stated that the teen service programs are wonderful. She gave an example of when the teens made blankets for Project Linus, which is a non-profit organization that provides homemade blankets to children in need.

Mrs. Wasserman asked a question regarding the Summer Reading Program. With the absences in the Children's Department the Librarians were not able to visit the local schools to launch the Summer Reading Program. Will the registration numbers remain high? Mr. Banick stated that he spoke with Children's Librarian Patt Kent. The goal is 900 registrations, which would be more than last year.

Mrs. Burstein had a question regarding the continuing education for Trustees. How does it work? The Board as a whole must have 8 hours cumulative per year of continuing education. The hours are reported to the State to receive proper credit for the year.

The Board noted the very nice thank you letter the Library received from Homeless Pets. This was a teen service project led by Librarian Jen Lemke and the Teen Advisory Group.

**COMMITTEE REPORTS:**

The Strategic Planning Committee handed out the final plan. Copies will be given to staff, and local organizations that were involved with its concept. The plan will also be on the Library's website and hardcopies will be available on the main floor. The Board then discussed having a launch and a thank you lunch to thank community members involved in the process. The lunch will be held on Wednesday, July 7, 2016, at 1:00 p.m. in the Williamsburg Room. The Board again thanked the Committee for all of their nice work.

The Insurance Committee had no reports.

The Policy Committee handed out the Library's existing policy on Code of Conduct. They feel that they would like to change the tone of the current policy to be one that is friendlier and can be easily displayed. The Board then held a detailed discussion involving changes to the existing policy. Topics discussed included there being no history of any problems in the building from either residents or non-residents, the ability to take pictures of the library premises and who may give permission for said photography, and the definition of unattended children and the concept of who would be in need of supervision while visiting the Library. The Board feels that the policy as it is rewritten leaves too much room for interpretation regarding these topics. The Board would like the Director to recraft the wording and have the Township Attorney review it. The Board will revisit the issue at the July 18th Board Meeting.

The Policy Committee then handed out a copy of the Video Surveillance Policy. This
policy has been reviewed by Township Attorney Heather Pierce. The Board then held a
discussion on the policy. First, is the policy needed and if so should it be posted in the
Library. All other polices of the Library are kept in a binder and are available to patrons
at the Reference Desk. In closing the Board agreed that the policy would be good to have.
The Board asked Mr. Banick to check with the Township Attorney to see if it needs to be
posted. Mr. Strickler asked for a motion to approve the Video Surveillance Policy. Mrs.
Eisner so moved. Mrs. Wasserman seconded. All were in favor.

OLD BUSINESS:

The Board held a discussion on Overdue Fines. Mr. Banick handed out a report on
Overdue Materials. As of the date of the report Overdue Unpaid Fines amount to
$33,896.00. This figure goes back to 2005. Unpaid Fines in the Library are not booked
as an asset, they are booked when collected. The budget for Overdue Materials is
$25,000.00 for 2016. Millburn blocks a patron's card at $10.00 of overdue fines. Any
large fines are referred out to the collection agency that the Library contracts with. In
closing the Board feels that the amount of unpaid fines as compared to Millburn's patron
population does not pose a problem.

NEW BUSINESS:

Mr. Banick introduced an idea to the Board for a facility improvement. The Glen
Avenue entrance to the Library has a bare spot that could be turned into a patio seating
are for patrons to enjoy. The Board asked if Mr. Banick had a price for the
improvement. Mr. Banick said that he will get an estimate from Mr. Anthony Bianco, the
mason who fixed the stairs at the rear entrance of the Library last year. The Board likes
the idea and will move forward after they see the estimate.

Mrs. Wasserman wanted the Board to know about the wonderful feedback she received
from parents and students past and present of hers regarding the fabulous author visit
program that Teen Librarian Jen Lemke held in partnership with the schools and Library.
The parent and students were beside themselves with compliments not only for the
program but for Ms. Lemke and Children's Librarian Megan Pehanick. Mrs. Wasserman
went on to say that these two ladies have really breathed new life into the Library. The
Board agreed and thanked Mrs. Wasserman for the wonderful feedback.

There Board went into Executive Session at 8:35 p.m.

The Board came back into Regular Session at 8:45 p.m.
Mr. Strickler asked if there was any further business before the Board before adjournment.

Seeing none Mr. Strickler requested a motion to adjourn the meeting. Mr. Eddy "so moved". Mrs. Burstein seconded. All were in favor.

The meeting adjourned at 8:46 p.m.

Respectfully Submitted,

Patricia Giambattista