AGENDA

Library Board of Trustees – Monday, July 18, 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 June 27, 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
July 18, 2016

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, July 18, 2016 at 7:30 p.m. at the Library. Present were: Mrs. Eisner, who presided, Mr. Eddy, Mr. Freedman, Mr. Gaylord, Mrs. Burstein and Mr. Banick. Mr. Strickler was absent. Mrs. Wasserman was excused.

Mrs. Eisner opened the meeting and read the Sunshine Law Announcement.

MINUTES:

Mrs. Eisner asked for a motion that the minutes of June 27, 2016 be accepted as presented. Mr. Eddy so moved. Mrs. Burstein seconded. All were in favor.

FINANCIAL REPORT:

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

Vouchers #2591 - #2625 and payrolls as directed by the Township amounting to $160,279.65 and charged to the Library’s appropriation were approved for payment or ratified for payment.

Mrs. Eisner asked for a motion that the Bill Lists be approved. Mr. Eddy 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 Jane’s Juice is. This vendor is presenting an adult program on juicing on Friday, July 22, 2016. The Board asked who the vendor LEAF is. This is the vendor the Library has its leases with for the photocopiers. The Board asked what the payment to Michael Banick is for. The payment of $290.03 is for travel reimbursement and food and supplies for the Strategic Plan Launch luncheon. The Board asked what the payment of $859.00 to Trane is for. It is for air conditioning repair work done in the Williamsburg Room. The Board asked what the $2,452.73 payment to OTIS Elevator Company is for. It is the regular maintenance payment.
**PUBLIC COMMENTS:**

Mrs. Eisner asked if there were any Public Comments. Mr. Banick reported on behalf of the Friends who are on their summer hiatus. The Friends prep work for their annual newsletter continues. The Friends want to show their support of the Strategic Plan and will mention it in their newsletter. The newsletter will be released in September.

**DIRECTOR’S REPORT**

Finances are in line with budget projections.

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

Mr. Banick reported on Buildings & Grounds. Internet trouble at the beginning of July was addressed and fixed by Comcast. The Township’s electrical contractor, MTB Electric, installed the transfer switch for the Township’s portable generator. The Library was closed on Monday, July 11, 2016, to allow for the final electrical connections. The Library’s telephone system was down on the morning of Tuesday, July 12, 2016. It was quickly fixed.

Mr. Banick reported on Personnel. A staff meeting was held at the beginning of July. The Strategic Plan was presented to the employees and discussed. Megan Pehanick is out on maternity leave. She will be coming off the Library’s payroll at the end of July and begin her NJFLA leave. She plans on being back to work full time at the end of November. Joe Delome plans to retire in the fall. Librarian Liz Miller Booze has completed her three month probation period and has attained permanent status with Civil Service. The Library is very happy to have her here. Mrs. Eisner asked that Mr. Banick congratulate Mrs. Miller Booze on behalf of the Board. Mr. Banick will do that.

Mr. Banick reported on Statistics. Visitation is up 4% for the month and up 10% YTD. Circulation is down one half of 1% and up 7% YTD. Reference is down for the month of June but up 5.2% YTD. Museum Passes were issued 82 times in June. The Board asked which pass is the most popular with patrons. It is the American Museum of Natural History. The Board asked if the Library offers passes to the 911 Museum. It does not. The Board would like the Library to look into getting the 911 Museum Pass. The Museum is currently private, but will be going Federal in the future.

Mr. Banick reported on Programming. There were 22 programs in June with 250 attendees. The Board asked what Adult Coloring is. This is a very trendy adult program
that is gaining a lot of traction at libraries where adults color intricate patterns. It is very relaxing. 16 teens volunteered for over 40 hours.

Mr. Banick reported on the Summer Reading Program. The 2016 Summer Reading Program is in progress. Currently the Library has around 600 registrations. The Library’s goal is to register around 900 patrons.

The Knitting Group has been cancelled due to low turnout. The program may begin again in the fall if interest picks up.

The Director has been approached and asked to look into starting an ESL Program for adults in Millburn Township. Mr. Banick will be meeting with the Program Coordinator from the Livingston Public Library and members of the Millburn staff on Tuesday, July 26, 2016 to discuss how the program would function. The program would be run by Mr. Steve Wer denschlag and volunteers. Mr. Werdenschlag currently runs the program at the Livingston Public Library and has had much success with it. Mrs. Burstein asked if the volunteers are ESL certified. Mr. Banick said that two currently are. The Board asked if they are from Millburn Township. One volunteer is. The other is a resident of Maplewood. Mrs. Eisner asked if they would be doing adult literacy as well. Mr. Banick said “no”, not at this time. The Board very much likes the idea of starting this new program as there is a clear need for it within Millburn Township.

Representatives from Congressman Leonard Lance’s office will be at the Library on Wednesday, August 3, 2016.

The Strategic Plan was adopted by the Board of Trustees at their June 2016 Board Meeting. A presentation of the plan and lunch was held on Thursday, July 7, 2016. The turnout was small, but he audience was very enthusiastic. Mrs. Eisner who attended the luncheon went on record as saying that Mr. Banick did a superb job with the visual presentation and talk. Mr. Freedman who also attended agreed.

The newsletter, edited by Librarian Liz Miller Booze is in its second month of publication. The Board asked how a patron can sign up for the newsletter. This can be done online at the Library’s website or in person at the Circulation Desk.

**COMMITTEE REPORTS:**

The Strategic Planning Committee is in the process of looking at firms to hire to do a space assessment of the Library.

The Policy Committee is planning to meet over the month of August to discuss putting together a Customer Service Policy for the Library.
In discussions with the Director, Mr. Strickler recommended forming a Building & Grounds Committee for the Library. The Board likes the idea. Mr. Freedman, Mr. Gaylord and Mrs. Eisner offered to serve on the Committee.

OLD BUSINESS:

Mr. Anthony Bianco submitted two estimates for the proposed masonry work at the Library. $5,500.00 for the patio and $3,200.00 for the interior work on the Glen Avenue entrance of the Library. The Board instructed Mr. Banick to see if this is work that DPW would do since the Township owns the building. Mrs. Burstein asked if the Library has the funds to make the improvements if DPW does not. Mr. Banick said “yes” it does. The Board likes the idea for the improvements and agreed to have the Library’s “Capital Fund” line item fund the improvements if DPW cannot. Mrs. Eisner made a motion to approve the masonry work be done at the Library not to exceed $5,500.00 for the patio and $3,200.00 for the interior Glen Avenue side work. Mr. Freedman so moved. Mr. Gaylord seconded. All were in favor.

Mr. Banick stated that he was late in getting the Conduct Policy for the Library over to the Township Attorney for review. He will have the information ready for the Board’s review at their September 2016 Board Meeting.

NEW BUSINESS:

Mrs. Burstein reported that the Environmental Commission has talked about having an Environmental Day and having books available on the subject at the Library. She went on to say that the Environmental Commission members said that they spoke with Mr. Banick two months ago regarding their ideas. Mr. Banick said that “yes” they have spoken with him. He is behind the idea and will work with the Commission on booking a room for them at the Library to hold their event and will purchase the books for them as well. Mrs. Burstein said that she will have someone from the Commission get in touch with Mr. Banick regarding booking the room. Mrs. Burstein asked how long it would take to have the books available. Mr. Banick said that it could take a couple of weeks unless they are already in the BCCLS system in which case it should be a couple of days. Mrs. Burstein stated that she will report back to the Environmental Commission with the information given to her tonight.

There was no Executive Session.

Mrs. Eisner asked if there was any further business before the Board before adjournment.

Seeing none Mrs. Eisner requested a motion to adjourn the meeting. Mr. Gaylord “so moved”. Mr. Eddy seconded. All were in favor.
The meeting adjourned at 8:06 p.m.

Respectfully Submitted,

Patricia Giambattista