



MILLBURN FREE
PUBLIC LIBRARY

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AGENDA

Library Board of Trustees – Monday, July 20, 2015 – 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. Approval of the Minutes of June 22, 2015.
- III. Approval of the Bills
- IV. Public Comments
- V. Director’s Report
- VI. Committee Reports
Strategic Planning
- VII. Old Business
- VIII. New Business
Audit of the 2014 financials
- IX. Executive Session
- X. Adjournment

MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING
July 20, 2015

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, July 20, 2015 at 7:30 p.m. at the Library. Present were: Mr. Strickler, who presided, Mrs. Wasserman, Mr. Freedman, Mrs. Eisner, Mrs. Haimoff and Mr. Banick. Mr. Eddy and Mr. Gaylord were absent.

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

MINUTES:

Mr. Strickler asked for a motion that the minutes of June 22, 2015 be accepted as presented. Mr. Freedman so moved. Mrs. Eisner seconded the motion. All were in favor.

FINANCIAL REPORT:

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

Vouchers #2006 - #2050 and payrolls as directed by the Township amounting to \$184,529.35 and charged to the Library's appropriation were approved for payment or ratified for payment.

Mr. Strickler asked for a motion that the Bill List be approved. Mrs. Eisner made a motion to approve the Bill List as submitted. The motion was seconded by Mrs. Wasserman. All were in favor.

The Bill List was approved as presented.

The Board asked what the vendor Poland Spring Direct is used for. They supply water bottles for two water coolers used by staff. The Board asked what the payment to the Closter Public Library is for. The payment is for a lost item. The Board asked if the Riverdale Public Library payment was for the same thing. It is. The Board then had a discussion on measurers taken by themselves and Administration to insure that the bills being paid are correct. In closing the Board asked what the \$318.34 payment to Susan Pober was for. Mrs. Pober is a Librarian, this was a per diem reimbursement for approved expenses incurred at ALA Conference that she attended in San Francisco this past June.

PUBLIC COMMENTS:

Mr. Strickler asked Mr. Banick if he had anything to report to the Board on behalf of the Friends. Mr. Banick said "no". The Friends are on summer hiatus and will reconvene on Monday, October 5, 2015.

The Board then held a discussion on the programming that is currently taking place here at the Library due to the very generous donations that the Friends have made to the Library this year. Mrs. Eisner commented that the feedback she is receiving regarding the Museum Passes is very good. Patrons really love it. Mrs. Wasserman said that she received a phone call from a patron praising the Heroes and Villains Party held on Thursday, July 16, 2015. The patron said the program was fabulous and that Children's Librarian Megan Pehanick and Teen Librarian Jen Lemke did a wonderful job selecting activities for the children to do for the party. The patron also informed Mrs. Wasserman that she will be writing a letter to the Friends and Mr. Banick to let them know what a wonderful job these two ladies did.

The Board asked if the Friends will be having one or two book sales next year. They will be having one held on Saturday, April 2, 2015 and Sunday, April 3, 2015. The Board asked who takes care of the disposal of the books and materials not sold. Mr. Banick said that the Library does at a cost of \$600.00 to \$700.00. Mrs. Wasserman asked that Mr. Banick contact Books-Be-Gone in Maplewood, N.J. Mrs. Wasserman has used them in the past with success. Mr. Banick will do this for the next sale.

DIRECTOR'S REPORT

The Board of Trustees adopted the 2015 Operating Budget for the Library at the June 22, 2015 meeting.

Mr. Banick reported on Buildings & Grounds. Routine maintenance done on equipment throughout the Library. The Township installed two security cameras on the outside of the Library that will be monitored by the Millburn Police Department.

Mr. Banick reported on Personnel. Sunday Librarian, Myrtle Blakely, retired at the end on June 28, 2015. In the short term the Library will use a substitute from ProLibra to fill the vacancy. Mr. Banick would like to interview and hire a permanent employee for the open position in the near future. The Board and Mr. Banick then went on to hold a detailed discussion regarding converting the current ProLibra staff to Millburn Library staff. The Board discussed pension costs that would be incurred with such a conversion.

The costs are minimal and the payback will be achieved in short term with long term benefits. The Board sees no downside to the conversion, it will save the Library money and that is a smart idea. Mr. Banick recommended that only five ProLibra employees be converted at this time. The Board had no objections. All were in favor.

Mr. Banick reported on Professional Development. Librarian Susan Pober attended the ALA Conference in San Francisco at the end of June 2015. Mrs. Pober's report is included in the Board's packet for their review.

Mr. Banick reported on Statistics. June was a very strong month. Visitation and Circulation are up almost 9%. The Children's Department is doing very well. The Board asked if this is because of the Librarians. Mr. Banick said "yes", they have added a lot of new materials to the collection and are very approachable. Mr. Banick went on to say that the Children's Department of a Library always tends to be a big driver in circulation figures. The Board agreed stating that it is particularly true when a Library has a successful Children's Department like Millburn does. Mr. Banick stated however, that the flip side is that Adult Reference interactions are down almost as much as Children's is up. The Board and Mr. Banick then held a discussion on what the Library can do to increase the Adult Reference figures. Hoopla Usage is still down. BCCLS has doubled the Hoopla checkouts from eight to sixteen per month. Self-Checkouts are at 18%. The Public Fax Machine had 18 uses with no commission. Museum Passes had 81 uses. The most popular pass with the Millburn patrons is Greenwood Gardens. The Library will be adding The Newark Museum later this summer.

Mr. Banick reported on Programming. There were 25 events in June with 400 attendees. Librarian Jen Lemke had 20 teens volunteer for over 70 hours. Ms. Lemke also has 70 teens signed up for the Summer Reading Program. Last year there were no teens signed up. Mrs. Wasserman said that was "extraordinary", the teen population is a tough group to reach.

Mr. Banick informed the Board that a copy of the article from The Item of Millburn/Short Hills covering Horace Giambattista's Eagle Scout Project is included in their packets.

COMMITTEE REPORTS:

Mrs. Eisner and Mr. Freedman have begun work on the three year Strategic Plan for the Library. They will meet again in August and feel that they will be ready to present a plan to the full Board ^{in or around} January 2016.

The members of the Insurance Committee are not present. The Board will hear from Mr. Eddy and Mr. Gaylord at the September 21, 2015 meeting.

OLD BUSINESS:

There was no Old Business.

NEW BUSINESS:

The Board went on record to say that they love the new Williamsburg furniture.

Mr. Strickler asked if all of the Board members read the 2014 Audit Report. The Trustees all said "yes".

Mr. Banick informed the Board that Millburn TV would be at the Library on Friday, July 24, 2015 to tape segments for an upcoming program featuring departments of the Township.

Mr. Banick and Mr. Freedman attended the Paper Mill Playhouse Partnership Event which recognized the Library for its continued support.

The Board went into Executive Session at 8:10 p.m. to discuss personnel matters.

The Board came back into Regular Session at 8:55 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. Freedman "so moved". Mrs. Eisner seconded the motion. All were in favor.

The meeting adjourned at 8:57 p.m.

Respectfully Submitted,

Patricia Giambattista