

**MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING  
September 18, 2017**

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, September 18, 2017 at 7:30 p.m. at the Library. Present were: Mr. Freedman, who presided, Mr. Strickler, Mrs. Eisner, Mr. Gaylord, Mrs. Burstein, Mrs. Binder, Mrs. Ipp and Mr. Banick.

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

**MINUTES:**

Mr. Freedman asked for a motion that the minutes of June 26, 2017 be accepted as presented. Mr. Strickler so moved. Mr. Gaylord seconded. All were in favor.

**FINANCIAL REPORT:**

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

Vouchers #3121 - #3173 and payrolls as directed by the Township amounting to \$266,595.19 and charged to the Library's appropriation were approved for payment or ratified for payment.

Vouchers #3174 - #3213 and payrolls as directed by the Township amounting to \$193,723.18 and charged to the Library's appropriation were approved for payment or ratified for payment.

Vouchers #3214 - #3250 and payrolls as directed by the Township amounting to \$199,068.49 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. Strickler made a motion to approve the Bill Lists as submitted. The motion was seconded by Mr. Gaylord. All were in favor.

The Bill Lists were approved as presented.

The Board asked why there is a payment to the Teaneck Public Library for \$20.00. This is a BCCLS four month overdue notice. Millburn pays the overdue fee to BCCLS and bills the patron for reimbursement.

## **PUBLIC COMMENTS:**

Mr. Freedman asked if there were any Public Comments. Mrs. Binder reported on behalf of the Friends. The Friends Board Meeting will be held on Monday, October 2, 2017 at 12:00 p.m. in the Williamsburg Room. The Fireside Book Discussion will be held on Monday, October 2, 2017 at 2:00 p.m. in the Williamsburg Room. The book is "The Plot Against America", by Newark native Philip Roth. The Board asked if the Friends meet over the summer months. Mrs. Binder said "no". Many people are not around at this time of the year. The Board thanked the Friends' for their continued support of the Library.

## **DIRECTOR'S REPORT**

The Library's Surplus figure for 2017 has been revised from \$360,357.00 to \$169,409.00 by the Library's Accountant. Discussion on an amended budget will take place during the New Business portion of the meeting.

Mr. Banick reported on Personnel. The CWA has entered into a verbal agreement with the Library regarding their contract. Highlights of the agreement are included in the Board's packet on page 15. The Library is waiting to receive a Letter of Agreement from the CWA Local #1031. It is management's hope that everything will be in place with a new contract by year's end. Mr. Freedman, a member of the Negotiation Committee, stated that Mr. Banick did a good job at getting a four year contract. There were two retirements over the summer months. Grace Dougherty and Patt Kent. Jennifer Lemke, Teen Librarian, resigned effective Wednesday, September 6, 2017. Ms. Lemke took a position as a School Librarian. Mochi Fong started work on Monday, September 11, 2017 in the Circulation Department as a Library Assistant. Mrs. Fong comes to Millburn from the Livingston Public Library. Her knowledge of the BCCLS System makes for an easy transition to Millburn. Jon Michaud started work on Monday, September 18, 2017 as a Part Time Librarian. Mr. Michaud fills the opening left by Sue Willis when she converted to Full Time. Mr. Michaud worked for over twenty years as a Librarian at The New Yorker magazine and was the solo Librarian for the Center for Fiction/Mercantile Library in New York City. Regny Charles remains out on sick leave. Mr. Charles has exhausted all of his leave time and has come off the Library's payroll. The Board asked if Mr. Charles's Health Benefits will continue. Mr. Banick said "yes", but that Mr. Charles will need to pay for them.

Mr. Banick reported on Building & Grounds. The end panels, floor move, YA area, acoustic panels, carpet installation at the Glen Avenue entrance, and the patio on the Glen Avenue side are all complete. The next project will be the Children's Room renovation.

Mr. Banick reported on Statistics. Visitation is up YTD. Circulation is still strong YTD. Museum Passes remain popular. The Board and Mr. Banick thanked the Friends for their continued support of this very popular service. The Newsletter has 255 members. Twitter has 681 followers.

Mr. Banick reported on Programming. The summer saw 45 programs in July and 40 programs in August. The Township Senior Citizen Coordinator held her programs at the Library over the summer. They were very popular and well attended. Summer Reading went well. The Adult Reading Program had 39 participants.

Mr. Banick reported on BCCLS. The Executive Director has resigned after two years. An interim Director will be appointed while a search for a new Director takes place. BCCLS hopes to have the new hire in place within six to eight months. Hoopla, the web and mobile platform that allows a patron to download or stream media materials for free has been discontinued. With costs increasing beyond what the BCCLS budget can handle the service has become unsustainable. The Board asked if Millburn has a backup plan for its patrons. Mr. Banick said "yes", that Millburn can have the service reinstated and pay for it ourselves.

Mr. Banick and the Board held a discussion on the CWA contract. Management feels the new agreement is fair to both sides. There will be an increase in Steps. They will go from nine increments to eleven increments in order for a new-hire employee to reach their Maximum salary. The intervals between Steps has also gone from 5% between Steps down to 4% between Steps. This is good because as retirements occur the Library will start to see a savings in salaries. The Union members also requested the Library to be closed the day after Thanksgiving. Management agreed to this request with the stipulation that the Union members give back one Personal Day. So they will go from seven Personal Days per year down to six. Sick Sell Back is changed from twenty days to thirty Sick Days to be paid for half providing that they keep a total of thirty days of accumulated sick time on the books. The contract has also been looked over and codified and will now cap professional fees and clothing maintenance allowance. The Library is now waiting on the Union membership to vote on the new contract.

Mr. Freedman asked how much the new people counter cost. It cost \$1,200.00. The Board asked if the Library receives any breaks in pricing on equipment, computers, and materials. The Library typically receives a 40% discount on materials, state contract pricing on equipment and computers, and is exempt from paying taxes.

Mr. Gaylord asked what the difference in the Surplus figures is comprised of. The difference was payroll reports that were off at year end.

### **COMMITTEE REPORTS:**

The Buildings & Grounds Committee reported that they last met in July with the architect, designer, and staff members from the Children's Department. The designer will be sending some drafts over by the end of October for review.

### **OLD BUSINESS:**

There was no Old Business.

### **NEW BUSINESS:**

The Revised Budget for 2017 was handed out to the Board. The Board then held a discussion on the Revised Budget. The Fund Balance has been reduced by \$190,948.00 after the books were closed for 2016 by the Library's Accountant. The line items for Sick Leave, Vision Benefits, and Sunday Salaries have all been adjusted down. Employees have not been taking advantage of these benefits and Sundays are being covered by staff at lower pay scales with all of the recent staff changes. The Board then went on to discuss the renovation of the Children's Department. Areas discussed included the Bond Initiative that will be on the November 2017 ballot, The Friends of the Millburn Library helping to raise funds through their newsletter, and putting the request in the Library's Newsletter as well. The Board then discussed if it was monetarily feasible to move the outside wall in order to pick up a limited amount of extra space or if redoing the existing space alone would make more sense and be more affordable. The Board would ideally like to be able to add to the space and will have to wait to see what happens with the November election and the Friends campaign to raise funds for the renovation. The Board would like to look at a start date for the renovation in early 2018.

The Board then held a discussion of Programming in the Library. They asked if there is anything that could be done to save money on programs that have historically low attendance per the monthly statistic reports. They would like to know if these programs can be replaced or cancelled. They went on to say that many patrons can also be resentful of having to make reservations for certain programs. Mr. Banick said that most of the low attendance programs are Librarian run Teen Programs. He is hopeful that with a new Teen Librarian taking over and new programs being put into place that attendance will go up. He also said that the Library will need to do a better job at promoting upcoming programs to the public.

In closing the Board stated that the Library is three quarters into the year and is in a place now to know what has been spent in each line item and what will be needed for the rest of the calendar year. This makes doing a Revised Budget much easier.

Mr. Freedman asked if there were any further questions regarding the Revised Budget. Seeing none he requested a motion to adopt the Revised Budget as presented. Mrs. Burstein "so moved". Mrs. Binder seconded. All were in favor.

Mr. Banick handed out the information from NJLA regarding the New Jersey Library Construction Bond Act for \$125,000,000.00 that will be on the November 7, 2017 ballot. Mrs. Ipp informed the Board that the New Jersey Association of School Librarians has endorsed the Bond Act. The Board asked if information regarding the Bond Act could be sent out to the parents of students in the Township. Mrs. Ipp said that she would need to look into that and get back to the Board. The Board then suggested that the Friends of the Millburn Library write a letter to the editor of the local newspaper "The Item of Millburn and Short Hills". The Friends may be able to take a position on the Bond Act. Mrs. Binder will speak with the Friends membership and report back at the next Board Meeting.

Mr. Banick reported that the Friends Institute will be coming up on Saturday, October 14, 2017 if any members are interested in attending.

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. Mr. Gaylord "so moved". Mrs. Ipp seconded. All were in favor.

The meeting adjourned at 8:25 p.m.

Respectfully Submitted,

Patricia Giambattista