AGENDA

Library Board of Trustees – Monday, September 19, 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 July 18, 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
The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, September 19, 2016 at 7:30 p.m. at the Library. Present were: Mr. Strickler, who presided, Mr. Eddy, Mrs. Wasserman, Mr. Freedman, Mrs. Eisner, Mr. Gaylord, Mrs. Burstein and Mr. Banick. Mrs. Ruth Binder was also present.

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

**MINUTES:**

Mr. Strickler asked for a motion that the minutes of July 18, 2016 be accepted as presented. Mrs. Burstein so moved. Mr. Eddy seconded. Mr. Strickler abstained. The remaining Board members were all in favor.

**FINANCIAL REPORT:**

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

Vouchers #2626 - #2666 and payrolls as directed by the Township amounting to $224,480.11, and #2667 - #2700 amounting to $156,529.53 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 Mr. Gaylord. All were in favor.

The Bill Lists were approved as presented.

The Board asked what the checks to Emack & Bolio, Dunkin Donuts, and Haagen Dazs are for. They are for gift certificates for Summer Reading prizes. The Board asked what the payment of $651.06 to the vendor CIT is for. It is the lease payment for the Library’s telephone equipment. The Board asked what the various payments on the Handwritten Bill List to the Township are for. They are payroll expenses.

The Board then held a discussion on the Equity number shown on the Balance Sheet. The figure is a snapshot of monies due to or from the Township at the time it is prepared.
The Board asked what the payment to Frank Marckett is for. This is for the paint job on the first floor by the rest rooms and circulation desk. The Board asked what the $578.00 payment to Mr. Banick is for. This is reimbursement for two months’ worth of meeting travel expenses and a $300.00 credit card payment to Survey Monkey.

The Board asked about the three bricks that fell in the Library over the Labor Day weekend. Mr. Banick stated that he would like to address the incident during the Building & Grounds section of his Director’s Report. The Board agreed.

**PUBLIC COMMENTS:**

Mr. Strickler asked if there were any Public Comments. Mrs. Binder reported on behalf of the Friends. The Friends have pledged $10,000.00 to support the Teen Area at the Library. The Friends Newsletter is being worked on and will be distributed soon. Upcoming Friends sponsored programs include a speaker from the Met and an Author Talk Event. The Met Speaker will be on Wednesday, October 26, 2016 at 7:00 p.m. in the Williamsburg Room and the author talk will be on Monday, November 7, 2016 at 7:00 p.m. in Meeting Room A. Michael Tougias who has written and co-written 23 books will discuss his book “So Close to Home”. Many people are familiar with Mr. Tougias from his book “The Finest Hours” which was made into a movie by Disney in 2016. The Board thanked Mrs. Binder for her report and the Friends very generous donation to the Teen Area and continued support of the Library.

**DIRECTOR’S REPORT**

Revenues and Expenses are in line with projections. The Library Appropriation for 2017 will be announced in October and the Library’s State Aid check will be received.

Mr. Banick reported on Personnel. The Internship Program was very successful. Mr. Banick would like the opportunity to continue the program if a need arises. The staff and eleven other libraries along with Millburn Trustee Mrs. Eisner attended the workshop held at the Millburn Library on Autism and Families. The program will help staff to provide good customer service across the board to all Millburn patrons. Mr. Banick received many good comments on the program form those in attendance. Staff continue to take their vacation leave time. Megan Pehanick is still out on Maternity Leave. Eileen Tooman was in California for the birth of her granddaughter. Linda Kitchen fell at home and broke her leg. She will have surgery and is expected to be out on Sick Leave for two months. Joe Delome, part-time custodian for the Library, announced his retirement. Mr. Delome will retire on December 1, 2016.
Mr. Banick reported on Buildings & Grounds. The Buildings & Grounds Committee met at the end of August. Projects discussed came from the Library’s Strategic Plan. Space Planners will be coming in to meet with the committee members on several upcoming dates. The patio has been put on hold. Public Works has not been able to add the Library to their schedule. The Board may consider using Mr. Bianco, mason contractor, to do the project. The painting projects on the first floor have been completed. Lighting repairs have been completed. Supplemental space heaters for the first floor bathrooms have been installed and are functional. The Friends of the Millburn Library have pledged $10,000.00 for improvements to the Teen Area. New furniture is one thing that will be purchased to help deal with the limited seating space in the area. Mr. Banick reported on the email he sent the Trustees regarding the bricks that fell from the ceiling over the Labor Day weekend. The bricks fell on the main floor by the magazine area. Maintenance staff was here when the incident occurred. No one was injured. The Township Engineer and Department of Public Works along with the Building Inspector were called. After an inspection three more bricks were found to be loose and removed. The Library is waiting for the Engineers report to come back with the recommendations for repairs. The Board asked if the entire building will be inspected, including the Mezzanine. Mr. Banick said “yes”. The Board closed the discussion by saying they are secure in the knowledge that competent people from the Township are working on addressing the issue. All County Sewer & Drain Service was called in to repair clogged lines in both first floor bathrooms.

Mr. Banick reported on Technology. Changes were made to insure better security on the Library’s server. Patrons had the ability to unplug network computers and plug in their own devices to use the Library’s network. This made the Library’s server vulnerable. The Library also added Winselect and Deep Freeze to better manage the patron workstations.

Mr. Banick reported on Statistics. The Library is having an excellent year. Visitation is up 9.3%. Checkouts are up 7.2%. Reference Use is up 1.8%.

Mr. Banick reported on Programming. July saw 41 programs with 800 attendees. August saw 36 programs with 650 attendees. Community and Senior Programs hosted over the summer saw 32 programs with 680 attendees. There were 66 community uses with over 1,000 attendees. In total there were 502 Programs with 9,225 attendees this summer.

Mr. Banick reported on the Summer Reading Program. Summer Reading participation was down from 819 in 2015 to 704 in 2016. Mr. Banick attributes the decline to the two Full Time Children’s Librarians being absent. Mrs. Wasserman stated that the Children’s Librarians usually meet with the children at the various public schools in the Township. Knowing that the Librarians were on leave Mrs. Wasserman reminded her students about the program. The Board stated that the Librarians should be sure to put out information on Library events to the schools through Nancy Dries, Communication Director for the Millburn Public School District. Mr. Banick reported that there was a 6% increase in teen participation this year. The Board replied that this was “fabulous” news. Mrs.
Wasserman went on to say that all she hears is how crazy everyone is about Teen Librarian Jennifer Lemke. Mr. Banick said that it is nice to hear how she is doing such a good job.

Congressman Leonard Lance’s office was at the Library on Wednesday, August 3, 2016. This is a free outreach program to his constituents.

COMMITTEE REPORTS:

The Policy Committee met over the summer. The unattended children section was revised and the entire policy was looked at by the Township attorney. The Board said that the policy is a good piece of work and very well done. Mr. Stickler asked for a motion to approve the Code of Conduct Policy. Mr. Gaylord so moved. Mrs. Eisner seconded. All were in favor.

The Computer and Internet Access Policy first draft was discussed by the Board. The discussion included time limits on the public computers, how most patrons are very respectful of the limits, and if the history remains on the computer after a patron has logged out. Is the Library responsible for this information after the patron leaves if they have not logged out? The policy is very detailed and the Board is concerned that every situation cannot be foreseen when the Library offers free Wi-Fi. The Board feels that the Township Attorney should review the policy. Mr. Strickler asked for a motion to approve the policy pending attorney review. Mr. Freeman so moved. Mrs. Eisner seconded. All were in favor.

The Building & Grounds Committee reported that they met on Tuesday, August 30, 2016. Points discussed included ways to maximize and use the space at the Library effectively, the need for updated architect drawings (the Library’s needs have evolved and changed since the last ones were done), and updating the Children’s Room and Teen Area with new furniture and paint. The Board then asked if the children’s collection has been properly weeded to allow for room for the renovations. Mr. Banick said “yes”. The Board then discussed how mobile furniture in the Children’s Room should be looked at to allow for maximum space when programs are held in the area. In closing the Board feels that they have the Capital Funds in the 2016 budget to begin some of the updates. They instructed Mr. Banick to begin looking into the renovations in an economical fashion.

OLD BUSINESS:

There was no Old Business.

NEW BUSINESS:
Mrs. Eisner reported that she attended the Trustee Institute Seminar on Saturday, September 17, 2016. She gave the Board a handout from the seminar. Mrs. Eisner said that the seminar was very well attended with around 200 Trustees and Friends members. The role of the Library in the future was discussed. How libraries are more than just books. They are community and cultural spaces. Mrs. Eisner also told the Board how during the seminar she realized that Millburn is one of the few libraries that have a Strategic Plan in place. Mrs. Eisner said that Millburn must look at ways to be more proactive and do a better job at communicating and publicizing the many programs and services that Millburn has to offer to its patrons and the general public. The Board then held a discussion on working on specific ways that this can be accomplished. Mrs. Wasserman had a very good suggestion, bookmarks with the Library’s information on it that can be handed out when a patron checks out their items. Mrs. Eisner also went to a breakout session on fundraising. She learned many things that the Library can use in the future if the need arises. In closing Mrs. Eisner said that she had a wonderful day and met many good contacts. Mrs. Eisner thanked the Board for the opportunity to attend. The Board thanked Mrs. Eisner for her report and for representing Millburn at the seminar.

Mrs. Eisner informed Mrs. Binder that she has received many great comments about the Friends book cart on the main floor. Mrs. Binder thanked Mrs. Eisner and said that it has been very successful. So much so that they will save more books from next year’s book sale to stock it with. Mrs. Eisner said how she and Library staff have been helping to restock it with many of their own gently used books.

There was no Executive Session.

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”. Mr. Freedman seconded. All were in favor.

The meeting adjourned at 8:30 p.m.

Respectfully Submitted,

Patricia Giambattista