MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING
September 24, 2018

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, September 24, 2018 at 7:30 p.m. at the Library. Present were: Mr. Freedman, who presided, Mrs. Eisner, Mrs. Burstein, Mrs. Binder, Mrs. Kelly, and Mr. Banick. Mr. Gaylord and Mrs. Ipp were absent.

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

MINUTES:

Mr. Freedman asked for a motion that the minutes of June 25, 2018 be accepted as presented. Mrs. Eisner so moved. Mrs. Burstein seconded. All were in favor.

FINANCIAL REPORT:

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

Vouchers #3631 - #3663 and payrolls as directed by the Township amounting to $228,474.99 and charged to the Library’s appropriation were approved for payment or ratified for payment.

Vouchers #3664 - #3699 and payrolls as directed by the Township amounting to $150,243.73 and charged to the Library’s appropriation were approved for payment or ratified for payment.

Vouchers #3700 - #3754 and payrolls as directed by the Township amounting to $400,122.25 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. Mrs. Kelly made a motion to approve the Bill Lists as submitted. The motion was seconded by Mrs. Eisner. All were in favor.

The Bill Lists were approved as presented.

The Board asked who the vendor LMxAC is. They provide the subscription to eLibrary NJ. The Board asked what the payment to LEW Corporation is for. This vendor preformed the environmental testing required before the Library’s renovation can begin.
The Board asked what the payment of $200,440.80 to the Township of Millburn is for. It is the Library’s third quarter payment for Pension, Payroll taxes, Group Insurance, and Utilities covered by the Township.

PUBLIC COMMENTS:

Mr. Freedman asked if there were any Public Comments. Mrs. Binder and Mrs. Kelly reported on behalf of the Friends. Mrs. Binder handed out a copies of the Friends new brochure. Mrs. Kelly reported that the Little Free Library stationed in Taylor Park has been successful. The Friends have received many compliments from the public. The Friends in partner with the Library had a booth at the Millburn/Short Hills Street Fair on Sunday, September 23, 2018. They distributed handouts and had a pop up Little Free Library. Mrs. Kelly went on to report that the Friends have received permission from the Township to install a second Little Free Library on Chatham Road by the Short Hills Train Station. Once the product arrives a work order will be submitted to the Township for its installation. Mrs. Binder reported that the Friends Board meeting will be held on Monday, October 1, 2018 at 12:00 p.m. In the Williamsburg Room. Programs sponsored by the Friends have been set as well as Museum Night. The Friends Book Discussions will resume on Monday, October 8, 2018. The Book Discussion will alternating between day sessions and evening sessions this year. The Friends feel that this new schedule will help them to reach a wider audience. Posters, flyers, and other promotional materials regarding upcoming programs will be displayed and distributed soon. The Board thanked Mrs. Binder and Mrs. Kelly for their reports and the Friends for their continued support of the Library.

DIRECTOR’S REPORT

Finances are in line for this point in the year. The Annual Audit was revived in September. The Library received a clean audit with no recommendations. Mr. Banick recognized Patricia Giambattista for the clean audit results. The audited Fund Balance is $250,022.00. This money can be put towards the upcoming renovation.

Mr. Banick reported on Personnel. Three employees reached their one year anniversary with the Township. They are Mochi Fong, Janis Werner, and Jon Michaud. Librarian Janis Werner has begun to take a more active role in Teen Librarians Committees. This should help to bring in new, fresh ideas for the teen area. The tardiness issue with one Librarian on staff has corrected itself. Mr. Banick is happy with her progress in this area.

Mr. Banick reported on Buildings & Grounds. Air conditioning issues were addressed and fixed over the summer months. LEW Corporation took eleven samples from within the building for environmental testing prior to the start of the renovation. Non-friable
asbestos was found in the tile floor in the Circulation Work Room. It will be properly abated before any renovation work begins.

Mr. Banick reported on Statistics. Visitation is down. With the new door counters the Library is now getting a more accurate count. Circulation is up. Reference is up. Museum passes are down.

Mr. Banick reported on Programming. June had 29 programs had with 700 attendees. July had 40 programs with 1,400 attendees. August had 43 programs with 1,100 attendees. Teens volunteered for 27 hours in June, 60 hours in July, and 55 hours in August. The Summer Reading Program had 674 children participate. This is up 17% from 2017. A total of 15,580 hours were spent reading. This is up 8% over last year. The Library was also host to many Senior Programs over the summer months. The Recreation Departments summer Camps are held at the Bauer Center so the senior programs move to the Library during the summer months.

Mr. Banick reported on Renovation Plans. A conference call was held with the designer and architect. Plans for the Children’s Department, Circulation Department, and second floor work room were settled. The furniture estimated cost was received. It is $400,000.00. The Board asked if that figure was for furniture only. It is. The $400,000.00 does not include carpet, lighting, HVAC, or construction costs. They are all separate. The Board then asked why they project is not going out to bid. It would make more sense. All of the costs contributed to the renovation would be rolled into one bid for the work. Mr. Banick stated that the architect will be looking at bidding the job out, but that he would still like to purchase the furniture separate off of State Contract. The Board then held a discussion on applying for grant money from the Library Bond Issue that was passed last year. The Board feels that making an application won’t hurt, but that they need to draw a line in the sand as to when they will begin the renovation if grant money is delayed or uncertain. They Board then held a discussion of the financing for the renovation. They asked Mr. Banick what money is available for the renovation as of today. Mr. Banick stated that there is $150,000.00 for the Township’s Capital Fund, $250,022 from the Library’s Fund Balance, and $180,000.00 from this year’s Operating Budget. Making the total $580,000.00. Mr. Banick hopes to have more money next year after he gets the Budget Appropriation from the Township for 2019. He thinks the figure go as high as $750,000.00. The Board then said that they feel that is a huge amount of money, but that when you want to spend $400,000.00 on only furniture that perhaps the wish list for the renovation needs to change. They reiterated that none of the figures they have before them include construction costs. In closing the Board feels that they will have to wait for the new estimates for bidding the renovation out to come in from the architect. The Board then held a discussion regarding personnel and how that will be handled during the renovation. Mr. Banick stated that he reached out to the CWA Union representatives. They asked him to get back to them when he is closer to the renovation starting. The Board then discussed many issues that would affect personnel during the renovation and how long the Library may need to be closed. They included, asbestos abatement, demolition, and computers and phones being off line. The Board will begin to look into different options regarding the closing. One option that may be beneficial is
having a temporary location set up. The Board likes this idea because patrons and the community can continue to be served. They do not like the idea of patrons feeling that they can function without a library. In closing the Board discussed the time table for the renovation. They would not like it to occur over the summer months. Too many patrons would be affected. They feel that there would be less of an impact on the public during the winter or spring. They also want to accommodate the upcoming election schedules since the Library is used for a voting district in the Township.

Mr. Banick reported on Technology. The Library’s back-up server was replaced. eLibrary NJ has entered into a three year agreement with Overdrive. The Library’s web page has been updated. Mr. Banick would like to purchase laptops for staff to use at off desk workstations. The Board asked if security of the laptops is a concern. They would be anchored to the desks when not in use. The Board likes and approved the laptop purchases. The Little Free Library at Taylor Park is up, running, and doing well.

Mr. Banick reported on Strategic Planning. The Three Year Strategic Plan will expire on December 31, 2018. Work for a new one to go through December 31, 2021 will begin soon. The Ad hoc Committee members are: Sumner Freedman, Judith Eisner, and Mayor Cheryl Burstein. Mayor Burstein asked if anyone on the Friends would like to be a member. Mrs. Binder will reach out to members of the Friends and let her know.

Mr. Banick reported on the 3D Printer. The Library had a patron come in and ask to make parts for a AR15 Rifle. He was refused on the basis of the Library’s current 3D Printer Policy. Mr. Banick has reached out to the Township Attorney and is waiting for a reply. The Board then held a discussion on the 3D Printer. The current policy needs to be updated and tight. They feel that if the Library has to permit anyone to print anything that they will just get rid of the 3D Printer. It will not be needed. They closed by saying that they will wait to hear back from the Township Attorney.

Mr. Banick reported on BCCLS. The new Executive Director, Dave Hanson, will start in October 2018. Mr. Hanson hails from Kansas City, Kansas. The Board asked if he will be under contract. He will. He will serve at the pleasure of the Executive Board. BCCLS now accepts credit cards for payment of fees and fines. Mr. Banick handed out a flyer with details regarding the use of credit cards. LibraryLink NJ may go out of business in 2019. BCCLS has begun looking into beginning their own delivery service. They plan to have a proposal for the service ready by October 2018 with a vote to follow. The ten item hold is still in effect. It will remain in effect while the delivery service system is still uncertain.

Mr. Banick reported on the Millburn/Short Hills Street Fair. The Street Fair was held on Sunday, September 23, 2018. The Library had a booth. Mr. Banick, Mrs. Eisner, and Mrs. Kelly staffed the booth. The Library signed up eight new patrons. That is three times more than the Library does in one day. It was a fun and successful day. The Library’s original assigned spot at the fair was not ideal. Officer Horace Giambattista spoke to the fair organizers and was able to obtain a spot for the Library along Millburn Avenue. A prime location. Officer Giambattista and Supervisor John Walker of the
Department of Public Works then helped to physically move the booth to its new location. Mr. Banick and the Board thanked them for all of their help.

**COMMITTEE REPORTS:**

The Building Committee reported on the Children’s Department renovations. The Committee members met with the architect in July 2018. They discussed timing of the project, bidding, and costs. The designer sent in her cost estimates. Discussions will resume now that the summer is over.

**OLD BUSINESS:**

There was no Old Business.

**NEW BUSINESS:**

Mrs. Burstein asked if the draft for the 3D Printer Policy has been received from the Township Attorney. It has not. The Board will discuss this at the October 15, 2018 Board Meeting.

Mr. Banick would like to hold a Professional Development Day for all staff. CPR/AED training would be held. Mr. Banick would like to stay open during the staff training and asked the Board permission to hire ProLibra workers for that morning. The Board asked what hat would cost. Mr. Banick said for four hours around $800.00. The Board unanimously approved Mr. Banick’s request.

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

The Board can back into Regular Session at 8:50 p.m.

Mr. Banick handed out copies of a Star Ledger article that mentioned the Millburn Library and Children’s Librarians Patt Kent and Susan Willis. The Board said that it was very nice and great PR for the Library.

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. Mrs. Eisner “so moved”. Mrs. Burstein seconded. All were in favor.

The meeting adjourned at 8:54 p.m.
Respectfully Submitted,

Patricia Giambattista