

MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING

November 15, 2021

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, November 15, 2021 at 7:30 p.m. via Zoom. Present were: Mrs. Binder, who presided, Mrs. Eisner, Mrs. Ipp, Mrs. Kelly, Ms. Sherman, Ms. Chenofsky Singer and Mr. Banick. Mrs. Miggins was excused.

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

MINUTES:

Mrs. Binder asked the Board to review the minutes.

Mrs. Binder asked for a motion to accept the minutes of October 18, 2021 as submitted. Mrs. Eisner so moved. Mrs. Ipp seconded. All were in favor.

FINANCIAL REPORT:

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

Vouchers #5328 - #5370 and payrolls as directed by the Township amounting to \$488,745.45 and charged to the Library's appropriation were approved for payment or ratified for payment.

Mrs. Binder asked for a motion that the Bill Lists for October be approved. Mrs. Kelly made a motion to approve the Bill Lists as submitted. The motion was seconded by Ms. Chenofsky Singer. All were in favor.

The Bill Lists were approved as presented.

Mrs. Kelly asked if the renovation bills are included in the submitted Bill List or are they processed separately? They are included in the submitted Bill List and charged to the line item "Capital Improvements – Library."

Mrs. Kelly asked what the check for 249 Millburn Avenue is for. This is the monthly rent payment for the Annie Sez Temporary Site.

PUBLIC COMMENTS:

Mrs. Binder asked if there were any Public Comments. Mrs. Binder and Mrs. Kelly reported for the Friends.

Mrs. Binder reported that the November 1, 2021 Fireside Book Club program was a very interesting one. Many of the participants did not particularly like the book “Leave the World Behind” by Rumann Alam. This however was what made the discussion so interesting. The next Friends Board Meeting will be on Monday, December 6, 2021 beginning at 12:00 p.m. via Zoom. The Fireside Book Club will follow. The book will be “Hidden Valley Road: Inside the Mind of an American Family” by Robert Kolker. Millburn Librarian Sarah Pardi will be the facilitator. Mrs. Binder said to please register for the program on the library website in order to get the Zoom link. Books for the program are on reserve and may be picked up at the Annie Sez site.

Mrs. Kelly reported on the fall programming schedule. The Friends Museum Night “Expectations & Innovation: Italian Women Artists 1500 - 1800” held on Wednesday, November 10, 2021 was a “wonderful success”. The evening’s moderator, Larissa Bailiff, is an accomplished art historian and lecturer. Ms. Bailiff graciously allowed the Friends to record the program. It is available to view on the Friends website. Feedback for the program was fantastic. The Friends hope to have Ms. Bailiff back in the Spring with a new topic. The Pain Management program will be held on Wednesday, December 8, 2021 via Zoom. Dr. Aditi Menon, M.D. will be the presenter. Crafting Holiday Gifts with Stephanie Murphy will take place on Tuesday, December 14, 2021 via Zoom. The Friends are participating in this year’s “Winter Walk” on Sunday, November 21, 2021 from 3:00 p.m. to 5:30 pm. at Taylor Park. They will have a table in the park with all sorts of winter themed books to hand out. The Friends will again sponsor the Library’s “Winter Reading Program”.

Mrs. Kelly reported on Friends fundraising. Membership renewal letters will go out soon. They will include requests for membership renewal as well as information on the renovation and the Founders Plaque. The Founders Plaque spots will go for \$5,000.00 each. The Friends are hoping to fill twenty- five spots. Mrs. Kelly has six spots committed too and one possible yes. This donor would like to review more information before committing. Mrs. Kelly went on to say that she feels the scope of the renovation is really unknown by the public. That it is more than cosmetic. The Board then held a discussion on fundraising. Topics included:

- Looking at businesses to donate
- Monetary Levels of donations (i.e. bronze, silver, gold)
- Amount of the donation that will go towards the renovation (all or some)
- Private donation efforts

- Legal issues regarding fundraising for the renovation
- Publicizing for the renovation
- “Winter Walk”

The Board feels that perhaps not everyone can donate at the level of \$5,000.00. It might be wise to give more people an opportunity to donate. What amount of the donation will go to the renovation is a complicated question and will need to be further discussed to arrive at an answer.

The Board then discussed the timing of asking for donations regarding the renovation. Many residents may have already done their donations for 2021. It has also been a tough couple of months. Hurricane Ida devastated the small downtown businesses in Millburn as well as many of its residents’ properties. Many people have donated already to the relief efforts.

The Board discussed individuals privately raising money and donating for the renovation. Mrs. Kelly knows of one patron whose son is an avid user of the library. He would like to have the money from his Bar Mitzvah project to go to the library. The Board fully supports and encourages this kind of community involvement.

The Board discussed the cost and design of the Founders Plaque. Ms. Chenofsky Singer suggested that the Cora Hartshorn Arboretum and Bird Sanctuary may be of help. They have been through a fundraising initiative in 2017 and put up a donor panel in the Stone House’s new exhibit. The Friends will reach out to them for input.

The Board discussed an appropriate location for the Founders Plaque. It was decided that it would be prominently displayed in the lobby of the library.

Mrs. Kelly asked how much the Township Committee is aware of the nature of the renovation? She suggested having them come over for a walk through. She would also like to see the Superintendent of Schools have a walk through as well. This suggestion was tabled until the Board can speak with the Township Committee’s liaison to the Library Board of Trustees, Mrs. Miggins.

The Board discussed ongoing publicity for the renovation. Mrs. Eisner stated that the Millburn Library renovation is not mentioned on both the BCCLS and NJLA websites. Other libraries undergoing renovations and updates are mentioned. The Board feels that the word needs to get out and some buzz created. They would like to see updates put on the library website. This would included photos of the progress. The Friends will upload these updates to their website as well. Mrs. Eisner asked if the renovation is publicized at Town Hall and is it on their website? It is not. The Board feels that again they will wait to speak with Mrs. Miggins regarding this.

The Board discussed “Winter Walk”. Mrs. Binder stated that it would be helpful if the Friends had flyers to hand out to the public detailing the renovation and showing its

progress. This may help to get people excited to donate. Mrs. Kelly will meet with Mr. Banick this week to work on a flyer for distribution. Mrs. Ipp suggested that Mrs. Kelly reach out to Nancy Dries, Communications Coordinator, for the Millburn Board of Education. Ms. Dries puts out a weekly email to the parents and guardians of the school children. It may be helpful in getting the information out. Mrs. Ipp also suggested that the Friends ask for prominent placement in the email.

In closing Mrs. Binder and the Board thanked Mrs. Kelly for coordinating and working hard on the fundraising efforts.

DIRECTOR'S REPORT

Mr. Banick reported on the Renovation. The renovation is going well. The project manager, architect, and director are pleased with the progress. The server was relocated to the second floor on Monday, November 15, 2021. Trenching on the first floor is complete.

Mr. Banick reported on the Temporary Site. Checkouts continue to be mostly through transfers from other BCCLS libraries. Millburn thanks them for this. Without them Millburn would be unable to meet its patrons needs during the renovation. After school attendance has begun to pick up.

Mr. Banick reported on Finance. Revenue and Expenses are in line for this point of the fiscal year. The Board may see an increase in spending on the upcoming Bill Lists. This is directly related to payments starting to go out to vendors being used for the renovation. Mr. Banick asked the Board to formally recognize the \$90,000.00 reallocated for the boiler to the renovation by the Township. Mrs. Binder asked for a motion to increase revenue by \$90,000.00 to reflect the transfer for funds and to increase the expense line item "Capital Improvements – Library" by \$90,000.00. Mrs. Eisner so moved. Mrs. Kelly seconded. All were in favor. The State Aid check in the amount of \$11,057.00 was received on November 9th and deposited on November 10th. Mrs. Eisner asked what makes a library not eligible for State Aid. Not filing the annual State Report would disqualify a library. Mrs. Eisner asked if Millburn can receive more. No Millburn is getting the amount they are entitled to. Mrs. Ipp asked is there is any stipulation as to how the funds need to be used. There is not. Millburn uses the funds to buy materials.

Mr. Banick reported on Personnel. The extension of the Labor Contract between CWA Local #1031 and the Millburn Free Public Library ends on December 31, 2021. The union has not reached out to meet. The contract will go into a state of status quo. Management is ready to begin negotiations.

Mr. Banick reported on Statistics. October statistics are strong considering the library is operating out of a temporary site.

Mr. Banick reported on Programming. Programming is ongoing. Children's programming has resumed in person.

Mr. Banick reported on BCCLS. David Hanson, Executive Director of BCCLS, has formed a Task Force to look into how member libraries share eBook content. The one size fits all approach may not work with this medium. They Task Force will report their findings in 2022.

Mr. Banick reported on the December Board Meeting. The next Board of Trustee meeting is Monday, December 20, 2021. The Board will decide one week ahead of time if it will be in person or via Zoom.

Mrs. Binder thanked Mr. Banick for his report.

COMMITTEE REPORTS:

There were no Committee Reports.

OLD BUSINESS:

Mr. Banick reported that he is waiting on a reply from the Township Attorney regarding the legal opinion regarding fundraising.

NEW BUSINESS:

There was no New Business.

The Board went into Executive at 8:50 p.m. to discuss legal matters.

The Board came back into Regular Session at 8:55 p.m.

Mrs. Binder and the Board members wished each other a Happy Thanksgiving.

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

Seeing none Mrs. Binder requested a motion to adjourn the meeting. Mrs. Eisner "so moved." Mrs. Kelly seconded. All were in favor.

The meeting adjourned at 8:58 p.m.

Respectfully Submitted,

Patricia Giambattista