

MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING

December 20, 2021

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, December 20, 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, Mrs. Miggins and Mr. Banick.

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 November 15, 2021 as submitted. Mrs. Eisner so moved. Ms. Chenofsky Singer seconded. All were in favor.

FINANCIAL REPORT:

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

Vouchers #5371 - #5421 and payrolls as directed by the Township amounting to \$495,917.66 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 December be approved. Mrs. Kelly made a motion to approve the Bill Lists as submitted. The motion was seconded by Ms. Binder. All were in favor.

The Bill Lists were approved as presented.

Mr. Banick stated that the Library is now using Ingram as its primary book supplier.

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 December 6, 2021 Fireside Book Club program was a very interesting book. "Hidden Valley Road: Inside the Mind of an American Family" by Robert Kolker. An interesting discussion followed. The next Friends Board Meeting will be on Monday, January 3, 2022 beginning at 12:00 p.m. via Zoom. The Fireside Book Club will follow. The book will be "Nowhere Girl" by Cheryl Diamond. Dorothy Kelly 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. Binder closed by encouraging everyone to tell their friends about the program.

Mrs. Kelly reported on the December Friends programming schedule. December 2021 was a very busy month for programs. The Pain Management program was held on Wednesday, December 8, 2021 via Zoom. Dr. Aditi Menon, M.D. was the presenter. The lecture was well received. The program was recorded and can be viewed via YouTube. Crafting Holiday Gifts with Stephanie Murphy took place on Tuesday, December 14, 2021 via Zoom. The program was fantastic and very inspirational. The program was recorded as well and is available for viewing via YouTube. Mrs. Kelly said that recording the programs is very helpful for patrons that are unable to attend the day of the event. The Friends participated in this year's "Winter Walk" on Sunday, November 21, 2021 at Taylor Park. The Friends had a table in the park with all sorts of winter themed books, informational flyers, and renovation information that were handed out. Although no new memberships were attained, Mrs. Kelly said that community outreach is important and that everyone had a lot of fun.

Mrs. Kelly reported on Friends fundraising. The campaign to raise funds for the renovation has been going slowly. Mrs. Kelly has commitments for the Founders Plaque spots. Close to \$35,000.00 has been received. The Friends are waiting on \$25,000.00. The timing of the annual membership mailing has been a problem. There has been a huge delay of 2.5 to 3 weeks for the mail to be forwarded to the Annie Sez temporary site. Mrs. Kelly said that the fundraising campaign will be in a holding pattern for the next few weeks.

Mrs. Kelly informed the Board that John-Westfall Kwong and Simon-Westfall Kwong of Simon Westfall Kwong Real Estate Group Millburn-Short Hills generously donated \$5,000.00 towards the Founders Plaque. They took a photo with a publicity check with members of the Friends.

In closing Mrs. Kelly said that it was worth a try to have people donate on "Giving Tuesday". The Friends remain optimistic that more money will be donated above membership fees for the bathroom project.

The Friends are still finalizing their Winter and Spring programming. As of today, the 41st Chess Tournament will be held in February 2022 and will be in person. Chess Lessons will continue from January 2022 until the Spring. The Annual Book Sale has been moved to May 2022 due to the ongoing renovation. Changes can be made to this date if needed.

Mrs. Binder said that recording the programs is great especially for craft programs. A patron is able to go back and look at how to proceed. It is also very helpful to those who cannot attend the day of the program Mrs. Binder thanked Mrs. Kelly for her report.

Mrs. Miggins asked where the Chess Tournament will be held. It will be held at the Annie Sez site. Mrs. Kelly will forward a flyer to Mrs. Miggins. Mrs. Miggins thanked Mrs. Kelly. Mrs. Miggins will let the Township Committee know at the next meeting the details regarding the tournament.

DIRECTOR'S REPORT

Mr. Banick reported on the Renovation. The renovation is going well. The project has passed all inspections to date. Ceiling tiles are scheduled to be delivered the week of January 20th.

Mr. Banick reported on Maintenance. The boiler maintenance and inspection were completed. No problems were found. The boiler passed inspection.

Mr. Banick reported on Finance. Revenue and Expenses are sound and are where they are expected to be at this point of the fiscal year. The 1/3 MIL for 2022 is \$3,422,614.00. This is up \$122,000.00 from 2021.

Mr. Banick reported on Personnel. Part Time Librarian Dierdre Moley resigned effective Sunday, December 19, 2021. All five open positions have been posted. Responses are beginning to come in. Interviews will be held in January 2022. The hope is to have the new staff in place when the library reopens at 200 Glen Avenue. When the library reopens it will be back to full hours and full staffing.

Mr. Banick reported on Statistics. November is doing well, although it has not been the best month on record. The year has still been strong and circulation continues to be up. Visitation and Reference numbers are good.

Mr. Banick reported on Programming. Programming is ongoing and mostly virtual. It continues to go well.

Mrs. Binder thanked Mr. Banick for his report.

COMMITTEE REPORTS:

Mrs. Binder reported that the Building Committee met. The members met with Architect Don Fiore regarding the first-floor restroom renovation. Two options for the restrooms were discussed. They are:

- Full Renovation only
- Add (1) toilet to the ladies' room and keep (1) toilet and (1) urinal in the men's room

The Committee decided to go with the second option providing the floor can be opened up and the plumbing tied together. If it cannot, they will revert to Option #1. All improvements will be ADA compliant.

Mrs. Kelly reported that the partitions for the restrooms will be delayed. The restrooms may not be finished until April 2022. Patrons will use the second-floor restroom facilities in the meantime or the restrooms on the first floor will be single-occupancy until the partitions are installed. Mrs. Eisner asked if the restroom renovations are fully funded. They are.

Mrs. Binder asked for a motion to move forward with the renovation of the first-floor ladies and men's restrooms with the addition of one toilet to the ladies' room. Mrs. Eisner so moved. Ms. Sherman seconded. All were in favor.

Mrs. Binder asked Mr. Banick to let Mr. Don Fiore know to move ahead with the plan.

Mrs. Binder thanked the members of the Building Committee for their work and input on the project.

OLD BUSINESS:

Mr. Banick reported that the Board can look over the legal opinion from the Township Attorney regarding fundraising. The Board can then move forward with putting a policy in place for the Millburn Free Public Library.

The Board will also look into possibly establishing a foundation for fundraising in 2022.

NEW BUSINESS:

The Holiday Calendar for 2022 was proposed.

Mrs. Binder asked for a motion to approve the Holiday Calendar for 2022. Mrs. Eisner so moved. Mrs. Binder seconded. All were in favor.

The Board Meeting Calendar for 2022 was proposed.

Mrs. Binder asked for a motion to approve the Board Meeting Calendar for 2022. Mrs. Eisner so moved. Mrs. Binder seconded. All were in favor.

The Board went into Executive Session at 8:30 p.m. to discuss personnel.

The Board came back into Regular Session at 8:45 p.m.

Mrs. Binder reported that Michael Banick was approved for a 2% raise for 2022 effective January 1, 2022. Patricia Giambattista was approved for a 2% raise for 2022 effective January 1, 2022. Mr. Banick thanked the Board for himself and Patricia.

Mrs. Binder reported that the next Board Meeting will be held on Monday, January 24, 2022 at 7:30 p.m.

Mrs. Binder thanked everyone for attending this evenings meeting and wished everyone "Happy Holidays."

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. Ms. Chenofsky Singer "so moved." Mrs. Eisner seconded. All were in favor.

The meeting adjourned at 8:47 p.m.

Respectfully Submitted,

Patricia Giambattista