MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING

January 22, 2024

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday January 22nd 2024 at 7:30 p.m. Present were: Ms. Sherman, who presided, Mrs. Eisner, Mrs. Binder, Mrs. Kelly, Ms. Chenofsky Singer, Mr. Cohen and Mr. Banick.

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

Mr. Banick presided over the Oath of Office for Ms. Sherman and Mr. Cohen who were reappointed by the Township Committee to the Library Board of Trustees. The Board congratulated Ms. Sherman and Mr. Cohen on their appointments. Ms. Sherman and Mr. Cohen thanked the Board.

Mrs. Binder proposed the Slate of Officers for 2024 provided by the Nomination Committee.

Sara Sherman -	President
Lisa Chenofsky Singer -	Vice President
Judith Eisner -	Treasurer

Mr. Banick asked for a motion to approve the Slate of Officers for 2024. Mr. Cohen so moved. Ms. Chenofsky Singer seconded. All were in favor.

Mrs. Binder thanked the Board for all of their support over the years that she served as President. She looks forward to serving on the Board as a Trustee for many years to come. She congratulated Ms. Sherman and with great pleasure handed her the gavel.

Ms. Sherman thanked Mrs. Binder for her kind words.

The meeting is now presided over by Ms. Sherman – President.

MINUTES:

Ms. Sherman asked the Board to review the minutes.

Ms. Sherman asked for a motion to accept the minutes of December 18th 2023 as submitted with the following corrections. Page 3 paragraph 4 "Signer" to "Singer." Page 3 paragraph 8 "too" to "to." Mrs. Binder so moved. Mrs. Kelly seconded. All were in favor.

TEMPORARY BUDGET:

Ms. Sherman asked for a motion to approve the Temporary Budget for 2024. Mrs. Eisner so moved. Mrs. Kelly seconded. All were in favor.

FINANCIAL REPORT:

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

Vouchers #6614 - #6647 and payrolls as directed by the Township amounting to $150,623.19 and charged to the Library's appropriation were approved for payment or ratified for payment.

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

The Bill Lists were approved as presented.

The Board asked if the vendor Weiner Law Group LLP is on retainer. They are not. The Board asked the reason for the payment. Mr. Banick will research the expenses and report back to the Board.

The Board asked who is the vendor JanWay Company USA. They provide promotional products.

The Board asked who is the vendor American Button Machines. They provide supplies for the button machine.

The Board asked who is the vendor Presentation Systems Inc. They provide supplies for the poster printer.

PUBLIC COMMENTS:

Ms. Sherman asked if there were any Public Comments. Mrs. Kelly reported for the Friends.

Lori King was sworn in as the Friends Treasurer at the January 2024 meeting.

The Friends will sponsor Makers Day with a $1,000.00 donation.

The Membership Drive was very successful. New memberships were added and more dues were collected. The total number of members remained the same.

Chess Classes continue to do well. The Spring schedule is now available.

The Fireside Book Club was held on Monday January 8th. The book was "Tomorrow, Tomorrow, and Tomorrow: A Novel" by Gabrielle Zevin. Fifteen people attended via Zoom. The next book discussion will be held on Monday February 5th. The book is "South to America: A Journey Below the Mason-Dixon to Understand the Soul of a Nation" by Imani Perry. The moderator will be Friends member Dorothy Kelly.

The program sponsored by the Friends "Flower Bouquet Cupcake Decorating with Sweet Samantha" for Wednesday January 24th is fully booked.

The Friends are sponsoring "Celtic Harp On A Winter's Day" with local harpist Odarka Polanskyj Stockert on Sunday February 11th.

The garden is doing well. It will be refreshed with new plantings in February.

Mr. Cohen asked if the Member-Merchant Initiative had any new business. Yes, Gian Marco Trattoria is now a member. Any individual who joins as a Friend receives the membership for one year. The Friends continue to support shopping locally.

Ms. Sherman thanked Mrs. Kelly for her report.

DIRECTOR'S REPORT

Mr. Banick reported on Buildings and Grounds. The elevator project remains ongoing. Schindler Elevator has submitted a proposal. The proposals from OTIS and Schindler will be compared and a decision made.

Mr. Banick reported on the Temporary Budget. The Temporary Budget was adopted at the beginning of tonight's meeting.

Mr. Banick reported on Technology. The Library will be moving to the iCloud-based server by the end of January.

Mr. Banick reported on Statistics. 2023 was a strong year overall. Millburn is ranked #6 in BCCLS for circulation and the Children's Department is ranked #1. Programming remains strong. The English Language Learning (ELL) classes have helped to increase programming statistics. They are very popular and more classes will be added for 2024.

Mr. Banick informed the Board that the Annual Report for 2023 will be included in their February packets for review.

Mr. Banick reported on Personnel. Call out procedures for staff absences have been reviewed. Staff are required by contract to notify the supervisor or his/her designee at least two hours before the beginning of the Library's operational hours. In December of 2023 a staff member called out sick. It was done by email in the middle of the night. The supervisor did not see the email until the start of her morning shift the next day. The contract has been amended with the union that all notifications must be done by phone call or text message to the supervisor. If the supervisor does not respond to the staff member acknowledging the call out, the staff member is to notify the Director by phone or text message.

Mrs. Kelly asked Mr. Banick if there is also clear protocol for weather related closings in his absence. There was an incident with rain related weather in his absence. These procedures in the contract have been tightened up as well.

The Board asked why the file server is moving to an iCloud-based system. The current server is at end of use.

Ms. Sherman thanked Mr. Banick for his report.

COMMITTEE REPORTS:

Ms. Sherman assigned the Sub-Committees and their members for the year 2024.

Building and Grounds:	Mrs. Eisner, Mrs. Kelly, Ms. Chenofsky Singer
Finance:	Mrs. Eisner, Mr. Cohen
Fundraising & Naming Opportunity:	Mrs. Binder, Ms. Sherman, Mrs. Eisner
Personnel:	Mrs. Binder, Mrs. Kelly, Ms. Chenofsky Singer
Policy:	Ms. Sherman, Mrs. Binder

OLD BUSINESS:

The Board held a discussion on two part-time Librarian positions. Mr. Banick reported that as of the job advertisement closing date of December 27th, there was only one applicant. As of tonight's meeting there has been no more interest.

The Board revisited their plan from December 2023 to make one of the positions full-time and lowering the part-time's position hours. The following were considered:

- Advertise the two positions to reflect the changes
- Make one position full-time
- Make one position part-time
- Lower the part-time hours from 27 to between 15 and 20 per week
- The need to increase the salary of the full-time staff member
- Full-time staff members receive benefits
- The budget's ability to support the new hires

- Which position to make full-time
- Outsourcing the marketing part of the job requirement vs in-house
- Union issues if outsourced
- The need for the applicant to have the MLS degree
- The ability for these two positions to work at the service desks
- Civil Service regulations for these positions

The Board then discussed how many school librarian positions entail the employee to be strongly versed in social media and perform outreach beyond the school environment. They are not sure if the Millburn Librarians perform that kind of outreach to the community. They feel there is a real need for any new hire to have an outgoing personality who will be proactive in the position. They also feel a new hire should know the Millburn community well and the patrons which they will serve.

In closing the Board asked that Mr. Banick look over all the points from above and report back to them which full-time position is better suited for the Library's needs. Do we need a full-time Librarian in the Children's Department or a full-time Librarian in the Reference Department with special interest in marketing, social media and outreach.

They would like to re-advertise for the positions in February.

Mr. Cohen informed the Board that his wife, who works at Hartshorn Elementary School, was able to reach out to staff members regarding the open Trustee position as the school's liaison. Third grade teacher Lisa Panarelli has expressed interest. Mr. Cohen asked that Mr. Banick reach out to Millburn's superintendent, Dr. Christine Burton, to see when Ms. Panarelli can be appointed.

NEW BUSINESS:

Ms. Sherman requested a motion to authorize the Bill Lists to be paid on February 19th. Mrs. Eisner so moved. Mrs. Binder seconded. All were in favor.

Mrs. Binder proposed to the Board that Meeting Room A be renamed after the renovation to the "The Friends of the Millburn Library Meeting Room." She feels that the Friends are an integral part of the Library. They support the Library by enhancing the facilities and services for the patrons. They also serve with outreach to the community. They do a lot of good things and this would be an opportunity for the Library to show its appreciation. The Board discussed how other areas in the Library have been named such as the:

- William R. Swinson Art Gallery
- The Edward Spellman New Book Collection
- The Jennie Ferraro Children's Picture Books Collection

The Board unanimously agreed with Mrs. Binder that renaming Meeting Room A is something to consider. The Fundraising & Naming Opportunity Committee will meet to put something in writing regarding the naming.

There was no Executive Session.

Ms. Sherman asked if there was any further business before the Board before adjournment.

Seeing none, Ms. Sherman requested a motion to adjourn the meeting. Mrs. Eisner "so moved." Ms. Chenofsky Singer seconded. All were in favor.

The meeting adjourned at 8:51 p.m.

Respectfully Submitted,

Patricia Giambattista