MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING

January 23, 2023

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday January 23rd 2023 at 7:30 p.m. Present were: Mrs. Binder, who presided, Mrs. Ipp, Mrs. Kelly, Ms. Sherman, Mr. Cohen and Mr. Banick. Mrs. Eisner and Ms. Chenofsky Singer were absent.

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

Mr. Banick presided over the Oath of Office for Mrs. Kelly who was reappointed by the Township Committee to the Library Board of Trustees. The Board congratulated Mrs. Kelly on her appointment. Mrs. Kelly thanked the Board.

Mrs. Kelly proposed the slate of Officers for 2023 provided by the Nomination Committee.

Ruth Binder -	President
Sara Sherman -	Vice President
Judith Eisner -	Treasurer
Amy Ipp -	Secretary

Mr. Banick asked for a motion to approve the Slate of Officers for 2023. Mrs. Ipp so moved. Mr. Cohen seconded. All were in favor.

The meeting is now presided over by Mrs. Binder – President.

Mrs. Binder welcomed Mr. Cohen to the Board saying that she has heard "all good things about you and are happy to have you."

MINUTES:

Mrs. Binder asked the Board to review the minutes.

Mrs. Binder asked for a motion to accept the minutes of December 19th 2022 as submitted with the following changes. Under Public Comments paragraph two change "Blake Cake" to "Black Cake." Under Public Comments paragraph three take out "a" in the first sentence. On the last page paragraph four change "Signer" to "Singer." Mrs. Kelly so moved. Ms. Sherman seconded. All were in favor.

TEMPORARY BUDGET:

Mrs. Binder asked for a motion to approve the Temporary Budget for 2023. Mr. Cohen 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 #6008 - #6048 and payrolls as directed by the Township amounting to $218,603.97 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 January be approved. Ms. Sherman made a motion to approve the Bill Lists as submitted. The motion was seconded by Mrs. Ipp. All were in favor.

The Bill Lists were approved as presented.

The Board asked who is the vendor John Kenrick. This vendor is presenting a program on "The Crown" on January 12th.

The Board asked why the Township of Millburn is on the Bill List. The amounts are for payrolls and reimbursement of legal expenses.

The Board asked who is the vendor New York Folk Arts Academy. This is for a program workshop entitled "Lunar New Year Performance" on January 14th.

The Board asked who is the vendor Creative Library Concepts. They are the furniture vendor used for the renovation. This is the final payment to them.

The Board asked who is the vendor Multicultural Books & Videos. They are a new World Language book vendor.

PUBLIC COMMENTS:

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

Mrs. Binder reported on the Fireside Book Club. The book discussion was held on Monday January 9th. The book was "Black Cake" by Charmaine Wilkerson. Millburn Librarian Elizabeth Miller Boose did well as moderator. The book club is doing well.

The next book discussion will be held on Monday February 6th at 7:00 p.m. via Zoom. The book is "Swimming to Antarctica" by Lynn Cox. The moderator will be Friends member Dorothy Kelly.

Mrs. Kelly reported on Programming. On Tuesday February 7th the in-person program will be "Buddy Up for Valentine's Day, Cookie Decorating with Taste Buddy." This special workshop will be taught by Angie from Taste Buddy in Millburn. All ingredients used for the program are Gluten and Nut Free. The Friends are happy to support a local business by sponsoring the program.

Mrs. Kelly reported on the Chess Program. The in-person chess lessons continue to go well. The Friends receive lots of positive feedback from participants and their parents or guardians.

Mrs. Kelly reported on the Garden. The plants are doing well. The Friends will refresh the space soon with new plants. Mrs. Kelly thanked their in-house caregiver, Mrs. Giambattista, for her day to day help with the garden.

Mrs. Binder thanked Mrs. Kelly for her report.

DIRECTOR'S REPORT

Mr. Banick reported on Personnel. Part-time Library Assistant Lucianna Duarte has verbally accepted the full-time Library Assistant job. She will begin on Monday February 6th. Library Assistant Eileen Tooman is retiring effective Wednesday March 1st.

Mr. Banick reported on Statistics. Circulation and Programming are going well. Visitation is still down. E-book checkouts continue to increase. Millburn is #7 in BCCLS Circulation and #3 in Children's Circulation for 2022. The Board asked that Mr. Banick publicize these stats and give a copy to Mr. Cohen for the next Township Committee Meeting.

Mr. Banick informed the Board that the Annual Report for 2022 was included in their packets for their review. Mrs. Kelly asked that the Annual Report contain information regarding the Friends contributions and support of the Library. Mr. Banick will adjust the report to include the Friends.

Mr. Banick reported that BCCLS has an app that can be downloaded to allow a patron to access BCCLS Libraries from their devices. It will also allow them to customize and manage their accounts.

Mrs. Binder thanked Mr. Banick for his report.

COMMITTEE REPORTS:

Mrs. Binder assigned the Sub-Committees and their members for the year 2023.

Building and Grounds:	Mrs. Eisner, Mrs. Kelly, Ms. Chenofsky Singer
Finance:	Mrs. Eisner, Mr. Cohen
Fundraising & Naming Opportunity:	Ms. Sherman, Mrs. Ipp, Mrs. Binder
Personnel:	Mrs. Kelly, Ms. Chenofsky Singer, Mrs. Binder
Policy:	Mrs. Eisner, Ms. Chenofsky Singer, Mrs. Binder
Strategic Planning:	Ms. Sherman, Mrs. Eisner, Mrs. Ipp
Labor Negotiations:	Ms. Sherman, Mrs. Eisner, Mr. Cohen
Nominating Committee 2023:	Ms. Sherman, Mrs. Kelly, Mrs. Binder

Mrs. Binder asked the Board if anyone wished to change their Sub-Committee assignments for 2023. The Board members will stay with their assigned Sub-Committees. Mrs. Binder thanked the Board.

The Strategic Planning Committee reported that they will meet with the Steering Committee on Monday January 30th from 12 p.m. to 1:30 pm. via Zoom. The Board asked if there will be a representative from the Millburn Schools. Dr. Christine Burton, Superintendent, will be attending the meeting. In Dr. Burton's absence Nancy Dries, Communications Coordinator, for Millburn Schools will attend. A draft report should be ready by May 2023 for review by the Board.

The Labor Negotiations Committee reported that CWA Local #1031 will vote to ratify the contract with the Library on Monday January 30th. The Board then can approve the agreement at the February 27th Board Meeting.

OLD BUSINESS:

There was no Old Business.

NEW BUSINESS:

Mrs. Binder read Resolution #2023-01 "Resolution Authorizing The Deposit Of Bequeathed Funds" into the minutes.

Mrs. Binder requested a motion to accept Resolution #2023-01 as read. Ms. Sherman "so moved." Mr. Cohen seconded. All were in favor.

Mrs. Binder requested a motion to authorize the Bill Lists to be paid on February 20th. Mr. Cohen so moved. Mrs. Kelly seconded. All were in favor.

There was no Executive Session.

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. Kelly "so moved." Mrs. Ipp seconded. All were in favor.

The meeting adjourned at 8:30 p.m.

Respectfully Submitted,

Patricia Giambattista