MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING

January 24, 2022

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, January 24, 2022 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.

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

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

Mrs. Kelly proposed the slate of Officers for 2022 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 2022. Mrs. Miggins so moved. Ms. Chenofsky Singer seconded. All were in favor.

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

Mrs. Binder thanked the Board for all of their support as well as their support of the Library. Mrs. Binder congratulated Mrs. Miggins on her appointment as Mayor of the Township of Millburn for 2022. She wished her all the best and pledged the Library Board to support her as best they can. Mrs. Binder is happy that Mrs. Miggins remains on the Library Board. "That's a good thing." Mrs. Miggins thanked Mrs. Binder.

MINUTES:

Mrs. Binder asked the Board to review the minutes.

Mrs. Binder asked for a motion to accept the minutes of December 20, 2021 as submitted. Mrs. Eisner so moved. Mrs. Ipp seconded. All were in favor.

TEMPORARY BUDGET:

Mrs. Binder asked for a motion to approve the Temporary Budget for 2022. Mrs. Kelly so moved. Mrs. Eisner seconded. All were in favor.

FINANCIAL REPORT:

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

Vouchers #5422 - #5448 and payrolls as directed by the Township amounting to $397,440.84 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. Mrs. Miggins 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.

Mrs. Miggins asked when the IT server room in the Library will be back on-line. The Library field security camera is out of order. Mrs. Miggins needs to know when it will be operational again. She requested that Mr. Banick email her with a date. Mrs. Miggins also requested that Mr. Bob Hogan, Recreation Department Director, be copied on any correspondence to her regarding the security camera's state of operation. Families are concerned as well as the Township for safety reasons. Mrs. Miggins would like to be able to mention the progress on the camera being back on-line at the next Township Committee Meeting.

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 January 3, 2022 Fireside Book Club program. The book was "Nowhere Girl" by Cheryl Diamond. Mrs. Kelly did a fabulous job of leading the discussion. The book was interesting and attendees were engaged in the discussion with lots of good things to say. The next Friends Board Meeting will be on Monday, February 7, 2022 beginning at 12:00 p.m. via Zoom. The Fireside Book Club is scheduled for 7:00 p.m. on February 7th. The book will be "We Begin at the End" by Chris Whitaker. Millburn Librarian Jon Michaud 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 Friends Monthly Meeting Schedule. Friends monthly meetings are changing from the 1st Monday of the month at 12:00 p.m. to the 1st Tuesday of the month at 7:30 p.m. All meetings are open to the public.

Mrs. Kelly reported on the Friends Board. The Friends need to fill two open spots. One for Treasurer and one for Membership. The Friends Board is at its limit on how many Library Board Trustees they can use. Mrs. Kelly asked that if anyone knows of someone interested in these two Friends Board positions to please let her know.

Mrs. Kelly reported on Winter and Spring Programs. On Tuesday, February 15, 2022 at 7:00 p.m. via Zoom the program will be "How to Save a Heart this Valentine's Day!" presented by the American Heart Association. In March there will be a craft program for kids and in April a program with the Sustainable Millburn Group. Museum Night may be able to be held this May. The Friends Annual Book Sale is scheduled for May 2022. On Thursday, May 5th, the Sale Preview will be held for Friends members only. The public sale will be held on Saturday, May 7th, and Sunday, May 8th. Plans are to extend the Sale to Wednesday, May 11th, to hold a Bag Day Sale. Donations for the sale will begin in early April. Mrs. Miggins asked where the donations can be dropped off. They will be taken in at 200 Glen Avenue. Chess classes are back in person beginning on Saturday, February 5th at the Annie Sez site. The Chess Tournament date is still to be determined.

Mrs. Kelly reported on the Founders Program. (1) donation is in place. (1) donation is pending. And (1) donation is possible. The total collection to date is $55,000.00.

Mrs. Kelly reported on Memberships. The Friends are starting to get their mail. Memberships for 2022 are half of the usual amount. They have taken in $7,000.00 YTD. Program support relies on strong membership numbers. The Member-Merchant Initiative is ongoing. Local member Chocolate Works will not be reopening after the storm damage it incurred in 2021. The Friends continue to look for new local members. The Initiative supports shopping locally.

Mrs. Kelly reported on Community Events. The Friends will participate in Millburn Township's Founding Day Celebration on Saturday, April 30th in Taylor Park. The Friends continue to be eager to be out there in the community.

Mrs. Binder said "thank you so much" for the report.

DIRECTOR'S REPORT

Mr. Banick reported on the Renovation. The renovation continues to go well. The general contractor is 90% finished with his portion of the project. The wait now is with other vendors and deliveries that are delayed.

Mr. Banick reported on the Temporary Site. The lease has been extended to February 28, 2022. If needed the owner will be able to extend the lease through March 2022.

Mr. Banick reported on Finance. The Library will work off of a Temporary Budget until the official one is adopted sometime in the Spring.

Mr. Banick reported on Personnel. Interviews for the open positions are being held now. Offers will be made in February 2022. The hope is to have the new staff in place when the Library reopens at 200 Glen Avenue. The contract with CWA Local #1031 remains in status quo.

Mr. Banick reported on Technology. The Library will begin a tryout period with MasterClass. MasterClass is a streaming platform which allows the user to watch or listen to video lessons taught by industry leaders. If it is well liked by patrons, the Library will subscribe to the platform.

Mr. Banick reported on Professional Development. Workshops and classes continue to be on-line. Participation by the staff is down from 2020. Some of this is attributed to the Library reopening to in-person service in 2021. The Library Board of Trustees continue to log the eight hours in total for the year of continuing education that is required of them. Mr. Banick thanked them.

Mr. Banick reported on Statistics. Circulation and Visitation for December 2021 is down over 2020. YTD 2021 numbers are strong for visitation. Circulation did well with over 300,000 checkouts for 2021. Out of 77 BCCLS libraries, Millburn ranked #7 for circulations.

Mr. Banick informed the Board that the Annual Report for 2021 was included in their packets for their review.

Mrs. Binder thanked Mr. Banick for his report.

COMMITTEE REPORTS:

Mrs. Binder assigned the Sub-Committees and their members for the year 2022.

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

Mrs. Binder asked the Board if anyone wished to change their Sub-Committee assignments for 2022. The Board members will stay with their assigned Sub-Committees. Mrs. Binder thanked the Board.

OLD BUSINESS:

There was no Old Business.

NEW BUSINESS:

Mrs. Binder requested a motion to authorize the Bill Lists to be paid on February 18, 2022. Mrs. Eisner so moved. Mrs. Kelly seconded. All were in favor.

There was no Executive Session.

Mrs. Binder stated that the February 28, 2022 Library Board of Trustees Meeting will be held via Zoom and that Ms. Chenofsky Singer is excused due to conflicting meetings that evening.

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

The meeting adjourned at 8:15 p.m.

Respectfully Submitted,

Patricia Giambattista