MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING

January 27, 2020

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, January 27, 2020, 2020 at 7:30 p.m. at the Library. Present were: Mr. Gaylord, who presided, Mrs. Eisner, Mrs. Burstein, Mrs. Binder, Mrs. Ipp, Mrs. Kelly, Ms. Sherman, and Mr. Banick.

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

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

Mrs. Binder proposed the slate of Officers for 2020 provided by the Nomination Committee.

Guilford Gaylord -	President
Ruth Binder -	Vice President
Judith Eisner -	Treasurer
Amy Ipp -	Secretary

Mr. Gaylord asked for a motion to approve the slate of Officers for 2020 be approved. Mrs. Kelly so moved. Mrs. Eisner seconded. All were in favor.

MINUTES:

Mr. Gaylord asked the Board to review the minutes.

Mr. Gaylord asked for a motion that the minutes of December 16, 2019 be accepted as submitted with a spelling correction changing trail to trial. Mrs. Binder so moved. Mrs. Kelly seconded. All were in favor.

TEMPORARY BUDGET:

Mr. Gaylord asked for a motion to approve the Temporary Budget for 2020. 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 #4376 - #4416 and payrolls as directed by the Township amounting to $162,142.80 and charged to the Library's appropriation were approved for payment or ratified for payment.

Mr. Gaylord asked for a motion that the Bill Lists be approved. Mrs. Eisner made a motion to approve the Bill Lists as submitted. The motion was seconded by Mrs. Mrs. Burstein. All were in favor.

The Bill Lists were approved as presented.

The Board asked about the increase in the Substitute line litem. This is for the vendor ProLibra. They were used in December to cover staff vacations. The Board asked who the vendor Promo Advertising is. They are the vendor the Library purchased the mugs from.

PUBLIC COMMENTS:

Mr. Gaylord asked if there were any Public Comments. Mrs. Kelly reported that the plans for the gala are coming along. It will be held on Sunday, June 7, 2020 at the Paper Mill Playhouse. The Friends are being given 100 center orchestra seat tickets to "The Wanderer" to sell for the event. Any unsold tickets can be returned to the Paper Mill. The Knitting Circle program has been filled to its capacity of 15 participants. Truffles with Chocolate Works will have 18 slots available for adults only. The Spring Museum Night will be held on Tuesday, March 31, 2020. Donations for the Friends Annual Book Sale will begin on Tuesday, March 31, 2020. The Book Sale will be held on Saturday, April, 25, 2020 and Sunday, April 26, 2020. Preview Night will be Thursday, April 23, 2020. The Fireside Book Club will be held on Monday, February 3, 2020 at 2:00 p.m. in the Williamsburg Room. The Book is "The Alice Network" by Kate Quinn. Librarian Elizabeth Miller Booz will moderate. The Board thanked the Friends for their report and continued support of the Library.

DIRECTOR'S REPORT

Mr. Banick reported on Finance. The Library is operating under a Temporary Budget. The Temporary Budget will stay in place until the Township adopts their Operating Budget for 2020. This will happen sometime in May 2020 or June 2020. The Library's Annual Appropriation for 2020 has decreased by $206,117.04. Unexpended funds from the 2019 Library Operating Budget will go into the Fund Balance and be used for the upcoming renovations.

Mr. Banick reported on Personnel. Raises for all personnel were given on January 1, 2020 per the current CWA contract with the Library. Leave time balances were updated as well for all personnel. Librarian Diane Bratton will be retiring effective March 1, 2020. A luncheon to wish her well will be held on her last day of work Friday, February 21, 2020. Mrs. Bratton is currently Librarian 3 under Civil Service. Her replacement will be Librarian 1. Sarah Pardi was hired in September 2019 as Librarian 4 under the Civil Service titles and will begin to oversee the Circulation Department and its staff upon Mrs. Bratton's retirement.

Mr. Banick reported on Buildings & Grounds. The Library's fire inspection was held. Emergency lights need to be replaced. Once the work is completed the Library will be reinspected for compliance. Heating issues occurred in January. The boiler went out on Tuesday, January 21, 2020. AJ Celiano found that two expansion tanks needed replacing. The work will be done on Tuesday, January 28, 2020 with no disruption to the Library's work day.

Mr. Banick reported on Statistics. Circulation and Visitation remain good setting new records for 2019. Reference is still down for 2019 and YTD. Museum usage remains strong.

Mr. Banick reported on Programming. Programs set a new record for 2019. 440 Programs had 10,863 attendees.

Mr. Banick reported on Technology. The public computers have been replaced and transferred over to BCCLS from Unicom / HBK IT, LLC. The scanning and print release stations are also installed and operational. The Board asked if the public has been informed of the changes. The changes are on the Library's website and a press release will follow soon.

Mr. Banick reported on the Essex County Director's Group. The organization will not be participating in the Turtle Back Zoo's Open House this June. The local Directors feel that they have not made significant headway with the Essex County Administrator regarding issues and concerns. They will look into a direct appeal to the public in early 2020.

Mr. Banick reported on BCCLS. Mr. Banick will be meeting one on one with Mr. Dave Hanson, Director of BCCLS on Tuesday, January 28, 2020. This is an outreach program being conducted by Mr. Hanson. He is meeting individually with each member Library to discuss issues relating specifically to them as well as BCCLS on a whole.

Mr. Banick reported on the State Library. Grant Applications will be accepted beginning on Monday, March 9, 2020 through 4:00 p.m. EDT on Monday, April 6, 2020. The State Annual Report which doubles as the Library's State Aid Application must be postmarked no later than Sunday, March 15, 2020.

COMMITTEE REPORTS:

Mr. Gaylord assigned the Sub-Committees and their members for the year 2020. They are as follows:

Building & Grounds:	Mr. Gaylord, Mrs. Eisner, Mrs. Burstein
Finance:	Mrs. Eisner, Mrs. Burstein
Personnel:	Mrs. Kelly, Mrs. Binder, Mrs. Ipp
Policy:	Mrs. Sherman, Mrs. Kelly, Mrs. Eisner
Strategic Planning:	Mrs. Sherman, Mrs. Eisner, Mrs. Binder
Labor Negotiations:	Mrs. Burstein, Mrs. Binder
Fundraising & Naming Opportunity:	Mrs. Binder, Mrs. Sherman, Mrs. Kelly

There were no Committee Reports.

The Board held a brief discussion on the Architect for the Library renovation and how the firm is billing for its services. The Board requested that Mr. Banick get clarification on this issue and report back at the February Board Meeting.

OLD BUSINESS:

There was no Old Business.

NEW BUSINESS:

There was no New Business.

The Board went into Executive Session at 8:20 p.m. to discuss personnel and legal matters. The Board came back into Regular Session at 9:00 p.m. The Board approved hiring Mr. Jon Michaud full time in the position of Librarian 1 under Civil Service Titles. Salary Step 1 of the CWA Contract with the Library $64,272.00 annually. Under legal

matters the Township Attorneys findings are that the Library is within its rights to have limitations on the taking of photographs in the library. The Township Attorney will follow up with the patron who filed the complaint.

Mr. Gaylord asked if there was any further business before the Board before adjournment.

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

The meeting adjourned at 9:02 p.m.

Respectfully Submitted,

Patricia Giambattista