MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING
January 28, 2019

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, January 28, 2019 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. Sherman. The Board congratulated and welcomed Mrs. Sherman. Mrs. Sherman thanked the Board.

Mrs. Binder proposed the slate of Officers for 2019 provided by the Nomination Committee.

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

Mr. Gaylord moved that the slate of Officers for 2019 be approved. Mrs. Eisner so moved. Mrs. Ipp seconded. All were in favor.

MINUTES:

Mr. Gaylord asked for a motion that the minutes of December 17, 2018 be accepted as presented. Mrs. Kelly so moved. Mrs. Binder seconded. All were in favor.

TEMPORARY BUDGET:

Mr. Gaylord asked for a motion to approve the Temporary Budget for 2019. Mrs. Binder 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 #3863 - #3895 and payrolls as directed by the Township amounting to $161,351.44 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. 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 who the vendor Alisha Davlin is. Ms. Davlin is the presenter for a college admissions program.

PUBLIC COMMENTS:

Mr. Gaylord asked if there were any Public Comments. Mrs. Binder and Mrs. Kelly reported on behalf of the Friends. Mrs. Binder reported that the Fireside Book Club was a large diverse group that had a good discussion led by Millburn Librarian Elizabeth Miller Boose on the book "Pachinko" by Min Jen Lee. The next book club discussion will be held on Monday, February 4, 2019 at 7 p.m. in the Williamsburg Room. The book will be "Exit West" by Moshin Hamid. The Friends own Mrs. Dorothy Kelly will be the moderator. Spring Museum Night will be on Tuesday, May 7, 2019 at 7 p.m. in Meeting Room A. The program will be on "Renaissance Portraits" and the quest speaker will be Vivian Gordon. Vivian Gordon is an excellent speaker and the Friends are expecting to attract a good crowd for the evening. Mrs. Kelly reported on new programming the Friends are going to have in 2019. In April 2019 the Friends will be showing a sensory friendly movie. The Friends feel strongly that the Library should be a place where everyone feels comfortable visiting and that they also feel comfortable attending programming. Mrs. Kelly has been to these movie viewings with her own children and feels that these events would be very welcomed in Millburn. Mrs. Kelly stated that the Livingston Public Library already runs sensory friendly programs to much success. The Friends would like to make the Millburn Public Library a friendlier and more welcoming space as well regarding special needs programming. The Friends feel that the parents of Millburn's special needs children will welcome this. Mrs. Kelly went on to say that the movie title has not been chosen yet, but that it will be appropriate for ages 7 and up, will not be scary, and that it will be a feel good movie. Mrs. Kelly then reported that this year is the 40th Anniversary of the Friends of the Millburn Library. Mrs. Kelly, Mrs. Binder and other members of the Friends have formed a committee that will be setting up programs that will celebrate this wonderful milestone. The Friends will also be digitizing a scrapbook given to them by past Friends President Evelyn McKinley. Programs and events that are being planned will be publicized shortly. Mrs. Kelly and Friends President Neena Jindal met with the Assistant Superintendent of the Millburn Public Schools, Mr. Kyle Arlington, regarding the installation of the Little Free Public Library. The Millburn Schools will take the lead independent of the Friends regarding

the design and installation. The Friends have offered their assistant in restocking the little library over the summer months when the schools are closed. Mr. Arlington will be leaving the district in February 2019 and would like to see the installation completed before his departure. The Friends are very happy with this new installation. They like the idea of the Friends and local schools supporting each other and would love to see more interaction between the two parties in the future. The Board thanked Mrs. Binder and Mrs. Kelly for their reports and the Friends for their continued support of the Library.

DIRECTOR'S REPORT

Mr. Banick informed the Board that Mr. William R. Swinson, retired Library Director, passed away unexpectedly this month. Under Mr. Swinson's tenure the Millburn Free Public Library became automated and entered the very popular BCCLS system.

The Library is operating under a Temporary Budget. The budget allocation from the Township for 2019 is $3,530,465.00. This is an increase of $76,298.00 over 2018. Expenditures are in line for this point of the year. Surplus from 2018 will be allocated for the renovation.

Mr. Banick reported on Personnel. The 2019 staff raises were processed on the January 11, 2019 payroll. The current CWA Local #1031 contract with the Library expires on December 31, 2020. The Library will advertise two positions for part-time Children's Librarians that will work A/B rotations on Sundays. These new hires will allow the Library to once again offer Sunday programming and crafts. There will be three retirements in 2019. Librarian Susan Pober on May 1, 2019, Librarian Diane Bratton on October 1, 2019 (this date is tentative), and Library Assistant Nina Lochareva on October 1, 2019. The Library will advertise for these open positions when appropriate and begin the process of hiring new staff members.

Mr. Banick reported on Buildings & Grounds. The Township received Community Development Block Grant money to replace the entrance doors on the Glen Avenue side of the building. The contract for the new automatic doors on the Glen Avenue entrance was awarded. The work was completed on schedule. Updated design plans for the Circulation Desk and Lobby were distributed to the Board. The Board will hold a discussion on them during the Committee Reports section of the meeting. The architect will begin work on a Master Plan for the Library per the Board's request.

Mr. Banick reported on Statistics. Visitation is flat for the month of December 2018 and down 3.8% YTD. Circulation is up 2.1% YTD. The Millburn Library is one of seven libraries in the BCCLS system to show an increase in 2018. Reference is up 26% YTD. There were 56 Museum Passes used last month. 569 passes used YTD. Museum Passes were down 11% YTD. Program attendance was up 9% for 2018. 10 teens volunteered for 16.5 hours.

Mr. Banick reported on ReBL. Millburn will re-enter ReBL in February 2019. The Library will promote the re-entry so that patrons are aware of the new service.

Mr. Banick reported on BCCLS. The BCCLS internal delivery system plan is in place and moving forward for use in 2019. Mr. Banick will be a member of the BCCLS Strategic Planning Committee for 2019. There are two BCCLS Trustees events coming up. The first in March 2019 will be Library Advocacy Day. The second in April 2019 will be a Trustees Education Program.

Mr. Banick reported on the New Jersey State Library Construction Bond Act that was approved by voters on November 7, 2017. There is still no news as to when applications will be accepted, who will be eligible to apply, and when any decisions will be made as to monetary awards for the grant money.

Mr. Banick reported that he will file the Library's State Aid Report that doubles as Millburn's State Aid Application by the deadline of March 15, 2019.

Mr. Banick reported on LibraryLink NJ. The organization is currently balancing their budget using reserve funds. They will be closing operations on June 30, 2019 unless legislative funding becomes available to them to operate until year end 2019. Millburn will however be going to the BCCLS delivery system, so there will be no impact to Millburn.

Mr. Banick reported on the Edward Dufner Documentary Film. The film will be shown on Friday, February 1, 2019 at the New Jersey Film Festival being held at Rutgers University. The Board again stated that this is an honor and something that the entire community of Millburn and Short Hills can be proud of.

COMMITTEE REPORTS:

The Building Committee reported on the renovation. The Board held a discussion on the updated plans for the Circulation Desk and Lobby. Items discussed included possible removal of the existing dumb waiter, if its removal is cost feasible, removing the coffee bar from any new plans, and shelving in the Children's area. The Board discussed the curved shelving proposed in the current plans. Mrs. Ipp stated that she has seen it used in other libraries where the Librarians say that although it looks nice it is not easy for the children to use. Millburn proposal is for the curved shelving to be used for series books only. The Board feels that if used in this manner the shelving will work. The Board would like new, updated plans to be available to them for review at the beginning of February.

OLD BUSINESS:

There was no Old Business.

NEW BUSINESS:

Mr. Gaylord proposed that the Board draft a statement thanking Sumner Freedman for his many years on the Board as a member and President and that the statement be read into the minutes at the February 25, 2019 Board Meeting. The Board unanimously agreed to do this. The Board then discussed having a resolution drawn up to maintain the $400,000.00 Fund Balance on the books for Capital Improvements in the Library. The Board would like to do this. They feel that although not at the limit yet, they want to be certain that these excess funds are not triggered for return to the Township. Mr. Gaylord asked for a motion to draw up said resolution. Mrs. Burstein so moved. Mrs. Eisner seconded. All were in favor. Mr. Banick will have the resolution available to the Board for the February 25, 2019 Board Meeting.

The Board then held a discussion on the composition of the Sub-Committees for 2019. They feel that is wise to revisit the makeup yearly to give everyone on the Board a fair chance to be on a Sub-Committee that interests them.

Mr. Gaylord then assigned the Sub-Committees and their members for the year 2019. They are as follows:

Building & Grounds:	Mrs. Eisner, Mrs. Kelly, and Mr. Gaylord
Finance:	Mrs. Eisner, Mrs. Burstein, and Mr. Gaylord
Personnel:	Mrs. Binder, Mrs. Kelly, and Mr. Gaylord
Policy:	Mrs. Sherman, Mrs. Eisner, and Mrs. Binder
Strategic Planning:	Mrs. Sherman, Mrs. Eisner, and Mrs. Binder

The Board went into into Executive Session at 8:40 p.m. to discuss legal matters.

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

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. Binder "so moved". Mrs. Eisner seconded. All were in favor.

The meeting adjourned at 8:46 p.m.

Respectfully Submitted,

Patricia Giambattista