MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING

October 16, 2023

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday October 16th 2023 at 7:30 p.m. Present were: Mrs. Binder, who presided, Mrs. Eisner, Mrs. Kelly, Ms. Sherman, Ms. Chenofsky Singer, Mr. Cohen and Mr. Banick. Ms. Bredlau was absent.

Mrs. Binder opened the meeting and read the Sunshine Law Announcement.

MINUTES:

Mrs. Binder asked the Board to review the minutes.

Mrs. Binder asked for a motion to accept the minutes of September 21st 2023 as submitted. Ms. Sherman so moved. Ms. Chenofsky Singer seconded. All were in favor.

FINANCIAL REPORT:

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

Vouchers #6457 - #6507 and payrolls as directed by the Township amounting to $306,811.17 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 October be approved. Ms. Sherman made a motion to approve the Bill Lists as submitted. The motion was seconded by Mrs. Kelly. All were in favor.

The Bill Lists were approved as presented.

The Board asked who is the vendor Easy English News. They provide a second language newspaper that is a learning tool for adults and young adults.

The Board asked who is the vendor Office Solution, Inc. They are the security camera vendor.

The Board asked who is the vendor Swingin' Fox Music, Inc. They provided an adult music program.

The Board asked who is the vendor Multi-Cultural Books. They provide foreign language books and non-print materials.

The Board asked who is the vendor OverDrive. They provide ebooks and audiobooks.

The Board asked who is the vendor Kanopy. They provide an on-demand streaming video platform for public and academic libraries.

The Board asked who is the vendor RingCentral, Inc. They provide the phone system.

The Board asked if the $6,750.00 to Library Strategies is their final payment. It is.

The Board asked if the State Aid check received on October 6 2023 for $11,957.00 was for more than the Library expected. It was.

PUBLIC COMMENTS:

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

Mrs. Kelly reported that the Millburn Friends attended the BCCLS Friends Brunch on Monday October 16th. The Millburn Friends donated a basket for the events auction.

Mrs. Binder stated that the luncheon was a nice event with good company.

Mrs. Binder thanked Mrs. Kelly for her written report to the Board.

DIRECTOR'S REPORT

Mr. Banick reported on Buildings & Grounds. The Library's facilities are in good shape. The security camera installation will begin the week of October 23rd. Outdoor lighting installation will be scheduled once the materials are delivered.

Mr. Banick handed out the OTIS Elevator updated information. The Board then held a discussion on the elevator. Topics discussed included:

- Repairs to the current elevator
- Full refurbishment of the current elevator
- Demolition of the current elevator with installation of a brand new one

The Board went on to discuss their concerns. They included:

- Prices of the different options

- Will the prices quoted today still be relevant when the Library is ready to start the project
- ADA compliance
- Timeframes for the different options
- Downtime and impact on library services
- Coordinating the project with the upcoming second-floor renovation
- Warranties and service agreements
- Need for more comparison information

In closing the Board feels that they need more information to proceed. The Board instructed Mr. Banick to get more information from OTIS Elevator on a total replacement cost. Mr. Banick will do this as well as listing all three options with their relevant information on one sheet for the Board to assess.

Mr. Banick reported on Personnel. Part-Time Library Assistant Shania Kirby did not complete her 90-day probation period due to excessive absenteeism and attendance. She was separated from employment with the Library on Friday, October 6th. The ad for a new hire has been placed and the position will be filled in November. Part-Time Library Assistant Christina Tam successfully completed her 90-day probation period and now has permanent status with Civil Service. Mr. Banick attended a BCCLS sponsored Civil Service training course.

Mr. Banick reported on Finance. The Library received the State Aid Check for $11,957.00 on Friday October 6th. The Library's Appropriation for 2024 is $4,053,984.00. This is a 12% increase over 2023.

Mr. Banick reported on Statistics. The Library continues to do well and sees increases in its numbers.

Mr. Banick reported on Technology. The Library has migrated to a cloud-based solution system. The Library is currently running a dual system with Verizon and the new FIOS system until the Library's IT vendor Vertilocity is sure everything is working properly.

Mr. Banick reported that he and members from the Millburn Friends attended the 2023 BCCLS Brunch on Monday October 16th. It was a very nice affair.

Mr. Banick reported that the Library has purchased two new AEDs from Cintas. One for the first-floor and one for the second-floor.

Mr. Banick reported that the Liberty Science Center will admit at a discounted price Millburn Library patrons who show their library card.

Mr. Banick reported that the installation of the new security cameras will begin the week of October 23rd.

Mr. Banick reported that the Essex County Clerk's Office continues with their Outreach Program for passports and notary oaths. The services are very much appreciated by the public.

Mr. Banick reported that Banned Books Week had no public complaints.

The Board asked if the Turtle Back Zoo has been asked to be a part of the Museum Pass Program. They have been asked and at the present time are not interested.

Mrs. Binder thanked Mr. Banick for his report.

COMMITTEE REPORTS:

The Buildings & Grounds Committee reported on the second-floor renovation. Mr. Banick stated that he has spoken with architect Don Fiore. Updates regarding the second-floor renovations are forthcoming.

OLD BUSINESS:

The Board asked if Mr. Banick has heard anything from Dr. Christine Burton, Superintendent of Millburn Public Schools, regarding partnering with the Library on book bans and censorship. He has not.

Mrs. Kelly said that she will attend the next Board of Education Meeting and present the Library's Resolution 2023-1001 "Resolution Against Censorship and Book Bans." She will also ask them their plans on the matter. The Board asked Mrs. Kelly to wait until after the November elections. She agreed.

Mr. Cohen said that he will present the Library's Resolution 2023-1001 at the next Township Committee Meeting.

The Board went on to make some changes to clarify the language in the proposed Resolution 2023-1001.

Mrs. Binder asked for a motion to accept Resolution 2023-1001 "Resolution Against Censorship and Book Bans" with the corrections and clarifications as discussed. Mrs. Kelly "so moved." Mrs. Eisner seconded. All were in favor.

The Board unanimously agreed to form an Ad Hoc Committee as a whole for the purpose of addressing book banning, book challenges and censorship issues.

NEW BUSINESS:

There was no New Business.

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. Eisner seconded. All were in favor.

The meeting adjourned at 8:50 p.m.

Respectfully Submitted,

Patricia Giambattista