MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING

October 18, 2021

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, October 18, 2021 at 7:30 p.m. via Zoom. Present were: Mrs. Binder, who presided, Mrs. Eisner, Mrs. Ipp, Mrs. Kelly, Ms. Sherman, Mrs. Miggins, Ms. Chenofsky Singer and Mr. Banick.

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 20, 2021 as submitted with the following changes. Under Public Comments change "Famer's" to "Farmer's". Change "on March" to "of March", and "form" to "from". On page 1 paragraph 6 change "site" to "sight". Page 1 paragraph 7 change "They" to "The". Mrs. Eisner 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 #5286 - #5327 and payrolls as directed by the Township amounting to $160,909.89 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. Mrs. Kelly made a motion to approve the Bill Lists as submitted. The motion was seconded by Ms. Chenofsky Singer. All were in favor.

The Bill Lists were approved as presented.

The Board asked who the vendor Wonder Spark Pup is (QuickBooks cut off the full name due to space constraints). The vendor is Wonder Spark Puppets. It is a children's program. The Board asked who the vendor U.S. Diary is. They provide the annual calendar diaries handed out to the public.

PUBLIC COMMENTS:

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

Mrs. Binder reported that the October 4, 2021 Fireside Book Club program went very well. The next Friends Board Meeting will be on Monday, November 1, 2021 beginning at 12:00 p.m. via Zoom. The Fireside Book Club will follow. The book will be "Leave the World Behind" by Rumann Alam. Millburn Librarian Liz Miller Boose will be the facilitator. Mrs. Binder said to please join the Friends for the program by registering for the Zoom link.

Mrs. Kelly reported on the fall programming schedule. The Friends Museum Night "Expectations & Innovation: Italian Women Artists 1500 - 1800" will be held on Wednesday, November 10, 2021 from 7:00 p.m. – 8:00 p.m. via Zoom. Art historian and lecturer from the Museum of Modern Art, Larissa Bailiff, will be the evening's moderator. Chess lessons continue in person at the Annie Sez site. The Friends are looking into having the Annual Chess Tournament this year if conditions permit. The Board asked if there is a charge for the chess lessons. There is. $20.00. The Friends take 20% of the fee.

In closing the Friends thanked Mr. Banick, the entire library staff, and the Department of Public Works for setting up the Annie Sez site for the patrons. Mr. Banick said that he appreciated the thank you and will let the other parties know as well.

DIRECTOR'S REPORT

Mr. Banick reported on the Renovation. The Annie Sez site opened to the public on Friday, October 8, 2021. Work at the Library is ongoing. Furniture has been removed, the tile floor has been removed and abated, the electrical demolition is complete, the children's book collection has been packed and moved to the trailer in the parking lot for storage, and the remaining book shelves have been wrapped. There has been no down time thus far. The server is scheduled to be moved to the second floor the week of October 25th. Once a few remaining insurance issues are cleared between the Library and the contractor work will begin. Furniture, carpet, and art work are on order. They should be on hand when needed for installation sometime in January 2022.

Mr. Banick reported on Statistics. There were 8,000 visitors in September 2021. The number continues to increase. Circulation remains strong. Reference is on target. Programming remains solid and well attended. The Annie Sez site so far is averaging 500 checkouts per day. Most of these items have been transferred in from other BCCLS

libraries and are simply being picked up at the Annie Sez location. Mr. Banick stated that the figures still count towards circulation and that Millburn is providing a service to the community.

The Board asked if there is any tutoring happening at the Annie Sez site. Yes, there is. There will probably be an uptick in the numbers now that the study carrels are set up and chairs and tables are out. The site is now better able to accommodate the service. Mr. Banick is hoping for more general after school use of the Annie Sez site as word continues to get out. And as always tutors are welcome as well to make use of the site.

Mr. Banick reported on Personnel. During the main closure ads will be worked on for the four open positions. (1) Part-time shelver, (1) Part-time Library Assistant, (1) part-time Librarian, and (1) part-time weekend Librarian. The staff will be needed when the Library re-opens in 2022.

COMMITTEE REPORTS:

The Fundraising Committee reported. Mrs. Binder, Ms. Sherman, and Mr. Banick met regarding fundraising for the library. The Friends Fundraising Committee met separately. The Library is short the funds to replace the carpeting on the Mezzanine. Mr. Banick was informed that the Township is allowing Capital monies from a previous approved bond ordinance in the amount of $90,000.00 for a new boiler for the library to be appropriated for the renovation. This will allow the Mezzanine to get new carpeting while leaving a small contingency fund in place. The Board then held a discussion on renovating the first-floor restrooms. The Library would need an additional $105,000.00 for the restrooms. The Board then discussed the boiler. Topics included its age, current effectiveness for its age, and annual maintenance on the unit. The Board feels that even though it is 44 years in service with an output between 83% and 85% effectiveness that between the annual maintenance and any repairs being taken care of immediately the unit is very reliable.

Mrs. Binder then stated that the Fundraising Committee needed to set a date to look at and address the upcoming needs. These include but are not limited to the restrooms on the first and second floors, the meeting room spaces and outdoor improvements.

The Committee then discussed ways in which they feel the money could be raised. They included:

- Founders Plaque (20) slots @ $5,000.00 per slot
- Plaques on the stacks and cubbies
- Naming for Meeting Rooms A & B

Ms. Chenofsky Singer said that the Committee should keep in mind that many employers will match donations made by their employees.

The Board then discussed the legal end of fundraising. Before they would be able to begin they would need to know the proper procedure to proceed. Since the library is a municipal entity there are laws and regulations that will need to be followed. Answers are still needed for all these questions.

Mrs. Binder stated that the focus for the fundraising should come from the Friends since they are able to solicit for said funds as a 501c3 organization. Mr. Banick asked if the funds would automatically be turned over to the library to use at their discretion. Mrs. Binder said "no" that as is past practice the library will need to submit their wish list for the year in question. The full Friends Board would then deliberate, approve what projects they have agreed on, and then turn the funds over to the library. She went on to say that the fundraising being discussed for the immediate future would be designated for the renovation only and that the Library Board of Trustees would decide which plaques would go up and where.

Mrs. Eisner asked what the plaques would look like. Mrs. Binder stated that they will be simple and conservative. The Founders ones will be slightly larger in stature in order to give the proper recognition to the donors.

The Board then discussed how much money they are looking to raise. Mrs. Kelly asked is it for the renovation or the renovation and the upstairs as well? The Friends do not want to fundraise just for the sake of fundraising. Is this for immediate reasons or long term? The Board will need to figure this out first.

Mrs. Kelly then asked Mrs. Miggins for some clarification. She has been asked by residents why if the library is a township building then shouldn't the town be financing the renovation. Mrs. Miggins said that the library receives an annual stipend from the township of 1/3 MIL which equates to nearly $3.3 million dollars in 2021. This is tax revenue already raised from the residents. The municipal budget is tight. Around ½ of tax revenue raised goes to the school board with the state mandated 1/3 MIL to the library. What is left runs the rest of the township departments annually. Millburn has a high tax collection rate. If they collected less than the library would receive less. The Township is already giving as much as they legally have to. At times it may seem that it is never enough and people tend to forget that tax revenue already goes to the library. In closing Mrs. Miggins stated that if more money is needed for projects in the library they can request such funds and they will be looked at and possibly bonded out as Capital items. Mrs. Kelly thanked Mrs. Miggins and said that the answer is in explaining the annual appropriation to anyone who may ask. Mrs. Binder added that the township has already given and that now the Friends will need to raise the rest.

The discussion then turned to the best time to start the fundraising campaign. The Friends will be holding their annual appeal at the end of October. Mrs. Kelly feels that with the projects not flushed out yet it will be difficult to assess an amount that would need to be raised. Mrs. Miggins agreed that an end of October deadline is too rushed. Mrs. Binder said that the Board Fundraising Committee can go back and work through

these issues and then move forward. A quick meeting can be scheduled with the full Board to discuss future plans if needed.

In closing the Board asked Mr. Banick to check with Township Administrator, Alex McDonald, and the Township Attorney regarding the limits regarding plaques and businesses donating that will be allowed on a Township owned building.

Ms. Chenofsky Singer asked what the amount is that is needed by December 31, 2021 if the first-floor restrooms are to be done. Mr. Banick said $100,000.00. All other improvements can wait for 2022. Mrs. Binder said that the Library needs to focus on the present and start to get moving on raising the money. The Board agreed.

OLD BUSINESS:

There was no Old Business.

NEW BUSINESS:

The reappropriation of the $90,000.00 Capital Fund Bond Ordinance money was discussed earlier.

There was no Executive Session.

Mrs. Binder asked if the Board would like to have the November 15, 2021 Board Meeting in person or continue on Zoom. Mrs. Eisner would like the November meeting to be on Zoom. Mrs. Miggins said that is would be nice to start back in person for the December 20, 2021 meeting. The Board agreed.

Mrs. Miggins stated that she is glad that the Annie Sez site has worked out. She asked that Mr. Banick send a thank you note from the Board to Mr. Mandelbaum. She feels that he is a township resident who helped the Library out and that is important to thank him properly. The Board agreed.

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

The meeting adjourned at 9:10 p.m.

Respectfully Submitted,

Patricia Giambattista