MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING

October 19, 2020

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, October 19, 2020 at 7:30 p.m. via Zoom. Present were: Mrs. Binder, who presided, Mrs. Eisner, Mrs. Burstein, Mrs. Ipp, Mrs. Kelly, and Mr. Banick. Mr. Gaylord and Ms. Sherman were 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 21, 2020 as submitted. 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 #4730 - #4774 and payrolls as directed by the Township amounting to $375,389.94 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 Mrs. Ipp. All were in favor.

The Bill Lists were approved as presented.

The Board asked who the vendor U.S. Diary is. This is the vendor the Library uses to supply the yearly datebook calendars handed out to patrons.

PUBLIC COMMENTS:

Mrs. Binder asked if there were any Public Comments. Mrs. Binder reported that the Fireside Book Club will be held on Monday, November 2, 2020 at 2:00 p.m. via Zoom. The book will be "Where the Crawdads Sing" by Delia Owens. The moderator will be Millburn Librarian Marylin Petrokubi. Mrs. Binder then turned the Friends reporting over to Mrs. Kelly. The Mascot contest has concluded. The winners have been announced. They are as follows:

Mascot winner	"Hooty the Owl" by Marie Rella
Children's	"Boo Loves Books" by Henry Jang
Teen	"Studious Squirrel" by SeYoung Lim
Adult	"Bind-O" by Dionne Mascarenhas

Mrs. Kelly informed the Board that the Children's winner, Henry Jang's mom wrote a note saying how overjoyed Henry was at winning the Children's category. Mrs. Kelly went on to say the Mascot winner "Hooty the Owl" will be used in future Friends publicity. The Friends membership drive is online and interested parties can now pay by credit card. The mailing part of the campaign will be going out soon. The Annual Book Sale may not happen in 2021 due to the ongoing pandemic concerns. Museum Night will be held on Tuesday night, December 8, 2020. The presenter will be Nick Dawes who will be holding the program via Zoom from the Salmagundi Art Club in New York City. The Friends also hope that programming will come back around starting with the Diwali Club and Greenwood Gardens. The Little Free Libraries located throughout town are doing well. Mrs. Binder thanked Mrs. Kelly for her report.

DIRECTOR'S REPORT

Mr. Banick reported on the Pandemic Response. The Library is doing well. More services are now available to the public. These included periodicals and the Mezzanine being open. Starting on Monday, November 2, 2020 the Library will resume evening hours on Monday and Tuesday nights.

Mr. Banick reported of Finance. The Library is now operating under its Adopted Operating Budget for 2020. The Equalized Valuation for 2021 has been announced. The Library's 1/3 MIL will translate to an appropriation of $3,299,725.00 for 2021. This is a decrease of $24,622.00 over 2020. A Temporary Budget for 2021 will start to be worked on. The State Aid check for 2020 in the amount of $8,731.00 was received on Friday, October 16, 2020. Under New Business a request for passing a resolution to set aside money for Capital Improvements will be made.

Mr. Banick reported on Personnel. Library Assistant Eden Mazer Schwartz finished her probation period and now has permanent Civil Service status effective Tuesday, October 13, 2020. She has only worked in the Children's Department thus far. She will now be

cross trained in Reference, Teens, and Circulation. Part time Library Assistant Diane McKenna remains out on sick leave. Librarian Megan Pehanick continues to work (approved) from home. Now that the Library knows its appropriation for 2021 the Personnel Committee will begin to look at filling the one Full Time Library Assistant position and one Part Time Library Assistant position by year's end.

Mr. Banick reported on Buildings & Grounds. A sewer backup on the first floor was repaired three times since August. On the last visit All County Sewer and Drain Services ran a camera through the sewer line. The pipe is clean. It is the feeling of All County that the issues are arising as a result of patrons flushing non-flushable items as well as the water pressure being low flow. The HVAC system had routine service performed. Western Termite came out to perform routine service and a special spider treatment service. The renovated athletic field is presenting some safety concerns in the parking lot. Mr. Banick will speak with the appropriate Township authorities regarding them. The Township will be installing lights for night games as well as an electric scoreboard on the field. Mr. Banick will speak with the Business Administrator to ensure that if the lines have to come off the Library's service that the Library does not incur unexpected costs.

Mr. Banick reported on Statistics. The numbers continue to be down. Visitation is down 70%. Checkouts are at 85% of previous numbers. Electronic checkouts have almost doubled over last year. Reference is down.

Mr. Banick reported on Programming. There were 49 programs in September with 600 attendees. All programs were done online.

Mr. Banick reported on BCCLS. BCCLS approved its budget for 2021. Millburn's bill will go up 2%. This is manageable and fair.

The Board then held a discussion on circulation. Mrs. Ipp asked how the circulation statistics were broken down and if they showed that the Children's Department had the highest numbers. With the district school libraries not circulating the numbers they would due to the pandemic are the children coming to the local library for materials. Mrs. Kelly added that she has noticed that many of the Township Library's graded readers are checked out which would help to support Mrs. Ipp's theory. Mr. Banick said that in September 2020 Children's circulation was over 10,000 and that the department is usually the most popular with patrons.

Mr. Banick reported on more Statistics. There were 50 new library card sign ups in September. The Library now has almost 12,000 card holders. Digital checkouts are up 84% over last year. Hoopla is up almost 100% from the beginning of 2020.

Mrs. Burstein asked a question on budget vs. expenditures. Why do some of the line items such as Programming – Library have no expenses charged to them at this point in the year. Mr. Banick explained that the expenses for the Library are first charged to the line items Municipal and when that money is expended expenses are charged to the

Library end. The Library is on target for this point of the year with most line items being spent to 75%. The Capital Improvement line item being the exception. This money is still being held for the renovation work. The Board then asked if the Library has only one bank account. They do. The Board then discussed how the monthly Financial Report reflects Fund Balance. That it is not extra income, but savings to be utilized at a future date. The monthly report is correct; however, the Annual Audit Report breaks out the figure separately.

COMMITTEE REPORTS:

Mr. Banick reported that a gallery hanging system has been found that is flexible and will conform to the gallery wall. He will let Miriam Bein know about the progress and dedication ceremony to follow.

OLD BUSINESS:

There was no Old Business.

NEW BUSINESS:

The Board discussed reserving $850,000.00 for Capital Improvements. They feel that receiving any grant money may be questionable. The Library may have to dial back on some of the renovation work and self-fund the project. In this case the Board then discussed audited expenses of the Library. They were 2.9 million dollars in 2019. Funds that exceed 20% of the previous year's audited expenses may be eligible for transfer back to the Township under the Return of Funds Law. For 2019 that would have been $600,000.00. Funds restricted for Capital projects are excluded. With this in mind the Board agreed to reserve the surplus funds for Capital Improvements. Mrs. Binder asked for a motion to adopt the Resolution to Reserve Funds for Capital Improvements in the amount of $850,000.00. Mrs. Burstein so moved. Mrs. Eisner seconded. All were in favor.

Under Miscellaneous items Mr. Banick informed the Board that there will be a Trustee 201 Workshop on Thursday, October 29, 2020 via Zoom. Mr. Banick will be a guest speaker for the program.

The 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. Burstein "so moved". Mrs. Eisner seconded. All were in favor.

The meeting adjourned at 8:40 p.m.

Respectfully Submitted,

Patricia Giambattista