MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING

October 21, 2024

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday October 21st 2024 at 7:30 p.m. Present were: Ms. Sherman, who presided, Mrs. Eisner, Mrs. Binder, Mrs. Kelly, Ms. Chenofsky Singer, Mr. Cohen, Ms. Panarelli and Mr. Banick.

Ms. Sherman opened the meeting and read the Sunshine Law Announcement.

MINUTES:

Ms. Sherman asked the Board to review the minutes.

Ms. Sherman asked for a motion to accept the minutes of September 16th 2024 as submitted with one correction. Under Director's Report, paragraph five, change the BCCLS Friends Scholarship Breakfast location to Tuesday October 22nd at The Fiesta in Wood-Ridge. Mrs. Binder 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 #7095 - #7164 and payrolls as directed by the Township amounting to $519,062.23 and charged to the Library's appropriation were approved for payment or ratified for payment.

Ms. Sherman 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 Mr. Cohen. All were in favor.

The Bill Lists were approved as presented.

The Board asked if any of the vendors on the Bill Lists were part of the payments owed under the small claims action the Library is pursuing. The Montclair Public Library payment of $254.95 is part of these payments.

The Board asked about the OTIS Elevator payments. The $73,250.00 payment on the Handwritten Bill List is the 50% down payment for the refurbishment work to begin on the elevator. The $2,180.87 payment of the Regular Bill List is for general service.

Mr. Banick reported that the State Aid check in the amount of $11,715.00 was received on October 7th and deposited in the Library's Account. A copy of the check is included in the Board's packet.

PUBLIC COMMENTS:

Ms. Sherman asked if there were any Public Comments. Mrs. Kelly reported for the Friends.

The Fireside Book Club will meet virtually on Monday November 4th at 7:00 p.m. The book is "Sociopath: A Memoir" by Patric Gagne. Millburn Librarian Sarah Pardi will facilitate the discussion.

"Her Coat of Many Colors" hosted by Robbie Amodeo was a great evening.

The live jazz concert was also very successful.

Friends Museum Night will be held in person on Tuesday, November 19th at 7:00 p.m. in the Auditorium.

Chess classes continue to break enrollment records.

The Friends are looking forward to attending the BCCLS Scholarship Breakfast.

The Friends Annual Membership drive will be coming up soon. They are hoping for a good response and new fundraising opportunities for the coming year.

Ms. Sherman thanked Mrs. Kelly for her report.

DIRECTOR'S REPORT

Mr. Banick reported on Buildings and Grounds. The Library's heating system was serviced for the upcoming season. The bills will be reflected on the November Bill Lists.

Mr. Banick reported on the Renovation. Plans and Specs need revision before they can be put out to bid. This will change the start time for the renovation. Mr. Cohen asked how the glitch in the plans was discovered. Mr. Fiore's engineering team discovered it during a quality review check. The Board asked if the revisions will cost the Library more money. They should not. Mrs. Kelly asked if the revisions will push the start date into January 2025. Mr. Banick said "yes."

Mr. Banick reported that the Mezzanine shelving is due to be delivered in October. The company will move all the materials as part of the installation.

The Board asked if the refrigerator in Meeting Room B will be kept. It will not. A new refrigerator will be purchased as part of the Renovation. The Board asked if it is in good working condition. It is. The Board asked Mr. Banick to look into donation opportunities for the appliance. Mr. Banick will do this.

Mr. Banick reported on Finance. The Fund Balance at year end will be high. The upcoming Renovation will spend down some of the fund in 2025. The Appropriation for 2025 is 4.239 million dollars or an increase of 7.6%. The State Aid check was received and deposited. The Audit for 2023 is still in review. Final questions from the auditors are being addressed. Once out of review the Library expects to receive a clean Audit for 2023.

Mr. Banick reported on Technology. Data jacks have been installed in the two Quiet Rooms in anticipation of Administration's move into them during the Renovation.

Mr. Banick reported on Statistics. Numbers remain good YTD.

Mr. Banick reported on Programming. The Library's first Community Picnic held on Saturday September 28th went well. It was held inside due to inclement weather. The Library will hold this program again in 2025.

Mr. Banick reported on BCCLS. The BCCLS Friends Scholarship Breakfast will be held on Tuesday October 22nd. Mr. Banick stated that he was asked to run for BCCLS President in 2025. He respectfully declined. He feels that the Renovation needs his full attention next year.

Mr. Banick reported on the publicity for the Renovation. Work will begin on the press release. The Board then held a discussion regarding language for the release. Should the project be referred to as a Renovation or a Refurbishment. They also discussed whether the family who gifted the Bequest money to the Library should be mentioned in the press release. Mr. Banick then informed the Board that the Bequest Funds are not being used. The $1.5 million needed for the Renovation will be drawn from the Library's Fund Balance. The Board stated that they were under the impression that the Bequest Funds were being used for the Renovation. Mr. Banick had stated that these funds would be used in previous Board Minutes. Mr. Banick corrected himself stating that if extras are needed during the Renovation process then Bequest Funds would be used. In closing, the Board instructed Mr. Banick to use the term Renovation in the press release. They will also revisit mentioning the family of the Bequest if the funds are used.

Mrs. Eisner asked Mr. Banick if there were any sustainability grants available for the Renovation and if so has he applied for them. Mr. Banick stated that there were not.

The Board asked if the roof is included in the Renovation plans. It is not.

Ms. Sherman thanked Mr. Banick for his report.

COMMITTEE REPORTS:

The Finance Committee reported that Mrs. Eisner and Mr. Banick met with the Library's current bank, Citizens Bank, to set up the Bequest Funds in an account separate from the Library's checking account. The Committee will also look at other investment options for the funds and report back to the full Board.

Mrs. Kelly asked if Mr. Banick has a press release date for the Renovation. She has been getting questions and would like to mention the Renovation in the Friends members upcoming letter. Mr. Banick stated that the press release will go out one week after the bid advertisement. While the Library waits for this to happen he informed Mrs. Kelly that she can go ahead and mention the Renovation in her Friends materials.

OLD BUSINESS:

There was no Old Business.

NEW BUSINESS:

There was no New Business.

There was no Executive Session.

Ms. Sherman asked if there was any further business before the Board before adjournment.

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

The meeting adjourned at 8:25 p.m.

Respectfully Submitted,

Patricia Giambattista