MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING

November 16, 2020

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, November 16, 2020 at 7:30 p.m. via Zoom. Present were: Mrs. Eisner, who presided, Mr. Gaylord, Mrs. Burstein, Mrs. Binder, Mrs. Ipp, Mrs. Kelly, Ms. Sherman, and Mr. Banick.

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

MINUTES:

Mrs. Eisner asked the Board to review the minutes.

Mrs. Eisner asked for a motion to accept the minutes of October 19, 2020 as submitted with three clarifications. Under Public Comments on page 3 Diwali Club is not accurate. Should read a programming workshop during Diwali and a holiday partnership with Greenwood Gardens. Second change Mr. Banick reported in Finance to on Finance. Third add that the Little Free Library signs say to take the items at your own risk. Mrs. Burstein so moved. Mr. Gaylord seconded. All were in favor.

FINANCIAL REPORT:

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

Vouchers #4775 - #4806 and payrolls as directed by the Township amounting to $223,317.97 and charged to the Library's appropriation were approved for payment or ratified for payment.

Mrs. Eisner asked for a motion that the Bill Lists for November be approved. Mr. Gaylord 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.

Mr. Banick pointed out to the Board that there were three payrolls in October. This occurs twice a year. The Township issues paycheck 26 times per year, two of which are pension free.

The Board asked who the vendor Midwest Tape is. This is the vendor the Library uses to purchase DVD's and CD's from. They are also the Hoopla provider. The Board asked who the vendor Boogie Woogie Babies is. This is a children's program.

PUBLIC COMMENTS:

Mrs. Eisner asked if there were any Public Comments. Mrs. Kelly reported for the Friends. The membership drive is in full force both on-line and by mail. In just a couple of weeks results are being seen with 1/3 of the request for support being returned. The Friends are hoping for 100% support. A new membership incentive is in the works. Member/Merchant. The Friends would partner with merchants in town to help increase membership by giving an added benefit for joining. Other libraries Friends have had success using such incentives. Mrs. Burstein suggested that the Friends reach out to the Chamber of Commerce and work with them. Mrs. Kelly will do this. The Friends are already working with the Special Improvement District.

Mrs. Kelly reported on Programs. The Fireside Book Club was held Monday, November 2, 2020. "Tablescaping" with Stephanie Murphy from Greenwood Gardens will be held via Zoom on Tuesday, December 1, 2020, and The Annual Museum Night will be held via Zoom on Tuesday, December 8, 2020 at 7:00 p.m. Links for all programming will go out the day before the program once you have registered.

Mrs. Binder reported on The Fireside Book Club that was held on Monday, November 2, 2020 at 2:00 p.m. via Zoom. The book was "Where the Crawdads Sing" by Delia Owens. The moderator was Millburn Librarian Marylin Petrokubi. The group was small and intimate. The program went very well. Mrs. Binder then reported that the Friends are in the process of planning programming for 2021.

Mr. Banick said that the Friends are doing a "excellent job".

Mrs. Burstein asked how many reservations the Friends have for Museum Night. There are almost fifty as of today. Mrs. Burstein suggested letting the local universities and schools know about the program. Mrs. Burstein also said that she announced it at the last Township Committee Meeting.

DIRECTOR'S REPORT

Mr. Banick reported on the Pandemic Response. The Library is open now on Monday and Tuesday nights until 7:45 p.m. State and local reports are being monitored and Mr.

Banick meets periodically with staff on the reopening committee to go over any updates. The Township is installing thermal cameras throughout the Township buildings. They take the temperatures of staff and patrons.

Mr. Banick reported of Finance. The Library is on good footing. Money has been set aside per Resolution for Capital Improvements. The Temporary Budget for 2021 is in development.

Mr. Banick reported on the New Jersey Library Construction Bond Act. Twenty-Two libraries received grants in the amount of $87 million dollars for thirty-eight projects. Millburn did not receive any grant money. The remainder of the $125 million dollar grant money will be distributed in 2021 or 2022. The Board asked if Millburn would need to reapply for the second round. They would. The Board then held a discussion on scaling back Millburn's project and self-funding the renovation. They decided that the Building Committee will need to meet and revisit priorities, scale back, and have a plan in place to move forward. The Board then asked if the State was looking at specific types of projects. They were. ADA compliant projects saw the biggest funding. In Essex County East Orange, Maplewood, and West Orange received grant money. Maplewood received $8 million dollars in matching grant money. They plan to construct a new Main Library Branch. The Board asked if there was a time frame to reapply. One has not been announced yet. The Board closed by saying that the Building Committee would meet and decided how to proceed.

Mr. Banick reported on Personnel. The Full time Library Assistant position has been advertised. As of today, there are thirty-two responses. The last day to apply is Friday, November 20, 2020. The Library is looking to start a new hire in January 2021. Librarian Barbara Simmonds will be retiring effective, March 1, 2021. Librarian Megan Pehanick delivered a healthy baby girl on Saturday, November 14, 2020. Her maternity leave will begin on Monday, November 16, 2020 and run for six months.

Mr. Banick reported on Buildings & Grounds. A sewer backup on the first floor occurred again on Sunday, November 15, 2002. It was repaired on Monday, November 16, 2020 by All County Sewer and Drain Services. Again, it is flush problem caused by people. This time disposable wipes were found in the pipes. The Board then held a discussion on moving to air hand dryers in all the bathrooms as well as changing the existing signage to be very specific regarding items that are not to be flushed. Mr. Banick will adjust the signage and report back to the Board on the cost for changing over to air hand dryers. The electrician repaired the outside lights on the back-ramp entrance of the Library. Maintenance on the boiler was done. The Library passed inspection.

Mr. Banick reported on Statistics. The Library has been opened now for the fourth full month. There were 4,700 visits in October which is still down. Circulation is strong. What is helping in this area is electronic and streaming services which are up 60% over 2019. October saw 21, 729 items circulate out and 1,200 reference questions.

Mr. Banick reported on Programming. There were 24 Children's Programs. 15 Teen Programs, and 24 Adult Programs with almost 1,000 attendees. All programs were done online. Mrs. Kelly stated that she has received good feedback from patrons regarding the popcorn and a movie program. Patrons like it.

The Board then held a discussion on the Recreation Department's field lighting. Mrs. Burstein spoke with the Recreation Commission. The lights are currently operating off a generator and when the lights are installed permanently they will not use the Library as a source of electrical power. Mrs. Eisner said that with increased use of the field she foresees a problem with parking for Library patrons. Mrs. Burstein said that a new parking lot on Glen Avenue is being looked at to accommodate the field use. The Township's Business Administrator will address the parking issues as the field projects move forward. The Board stated that parking has always been somewhat of an issue and may continue. They will deal with any issues as they arise.

COMMITTEE REPORTS:

There were no Committee Reports.

OLD BUSINESS:

Mr. Banick gave an update on the gallery. The flexible rail system will work on the walls in the gallery. The Millburn-Short Hills Art Advisory Committee supports the choice. The system will be installed over the winter months using the Library's own monetary resources. A Resolution to dedicate the space to former Library Director William R. Swinson will be drawn up. A copy of the Resolution will be given to his widow Miriam Bein. Ms. Bein is putting a scrap book together for Mr. Swinson's daughters and would like to include it.

NEW BUSINESS:

Mrs. Eisner informed the Board that she wrote and emailed a piece to the New Jersey Library Association on why you are proud of your Library. She is not sure if it will be published. She also informed the Board that she joined BCCLS Committees as a volunteer for 2021.

Mr. Banick thanked the Board members who attended via Zoom the Trustees 201 Workshop held on Thursday, October 29, 2020 for their support. Mr. Banick was a guest speaker.

Mr. Banick expressed heartfelt condolences from himself and the Board to Mrs. Binder on the recent loss of her beloved husband Robert. Mrs. Binder said "thank you to everyone". "Very much appreciated".

The was no Executive Session.

Mrs. Eisner asked if there was any further business before the Board before adjournment.

Seeing none Mrs. Eisner requested a motion to adjourn the meeting. Mr. Gaylord "so moved". Mrs. Binder seconded. All were in favor.

The meeting adjourned at 8:36 p.m.

Respectfully Submitted,

Patricia Giambattista