MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING

November 18, 2024

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday November 18th 2024 at 7:30 p.m. Present were: Ms. Sherman, who presided, Mrs. Eisner, Mrs. Binder, Mrs. Kelly, Ms. Chenofsky Singer, Ms. Panarelli and Mr. Banick. Mr. Cohen was excused for attending the New Jersey League of Municipalities Annual Conference.

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 October 21st 2024 as submitted. Mrs. Kelly so moved. Mrs. Binder seconded. All were in favor.

FINANCIAL REPORT:

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

Vouchers #7165 - #7217 and payrolls as directed by the Township amounting to $211,917.97 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 November be approved. Mrs. Eisner 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.

PUBLIC COMMENTS:

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

The Friends Annual Membership drive is underway. Fundraising mailings were sent out before Thanksgiving.

The Friends were sorry to hear of the passing of former Board of Trustees President and member Guilford Gaylord in May 2024. Mr. Gaylord was a very generous and strong supporter of the Friends and a member of the Friends Founders' Program. A condolence card was mailed to his wife Karen Gaylord.

The Friends BCCLS Annual Scholarship Breakfast raffle basket was a hit.

The Fireside Book Club that met virtually on Monday November 4th went well. The book "Sociopath: A Memoir" by Patric Gagne received mixed reviews from participants. The next discussion will be held on Monday December 2nd at 7:00 p.m. via Zoom. The book is "Last Night At The Telegraph Club" by Malindo Lo. It is Young Adult historical fiction. Former Board Trustee Amp Ipp will moderate.

Ms. Sherman thanked Mrs. Kelly for her report.

DIRECTOR'S REPORT

Mr. Banick reported on Buildings and Grounds. The Library's heating system was repaired and is up and running for the season. The roof was repaired in September. With the lack of any rain, the repairs have not been able to be tested to assure everything is okay.

Mr. Banick reported on the Renovation. Plans and Specs have been revised. Bids will go out soon. Once this process is finished and reviewed, an award for the work will be made to the successful bidder. In the meantime, Administration and Maintenance are preparing for a smooth transition for the work to begin. Mezzanine shelving installation is complete. End caps for the shelving will be delivered and installed at the end of December. Study pods are due to be delivered and installed in January 2025.

Mr. Banick reported on Personnel. Part-Time Maintenance worker Fensly Rene's first day was Saturday November 16th. Regny Charles reported that everything went well. Part-Time Library Assistant Rachel Podhoretz will return from sick leave on Monday December 2nd. The entire staff is excited to welcome her back! Mr. Banick would like to keep the two current Part-Time Library Assistants at their increased weekly hours to help Ms. Podhoretz acclimate to being back. The Board asked if this would jeopardize the two staff members part-time status. It will not. The Board asked if the increase of the hours would provide them with health care benefits. It will not. Mr. Banick reported that beginning January 1 2025, all eligible Full-Time employees of the Township of Millburn will transfer health coverage from Horizon NJ Direct 15 to Aetna.

Mr. Banick reported on Finance. Revenues are ahead of expenditures YTD. The Audit for 2023 is complete. The only comment and recommendation was for the funds received from the bequest to be held in a separate bank account per the Board of Trustees adopted Resolution 2023-01. Mr. Banick and Mrs. Eisner have done this and no future corrective action is needed. The Library otherwise received a clean Audit for 2023.

Mr. Banick reported on Technology. The Libray continues to make sure that its website is compliant with current regulations.

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

Mr. Banick reported on Programming. Information charts are included in the Board's packets for their review. Numbers are up from this time last year with the exception of Teen Programming which is down YTD. The English Language Learner or ELL classes continue to be very popular. Mr. Banick reminded the Board that when the Renovation begins numbers for 2025 will decrease.

Mr. Banick reported on Parking. The Township parking lot outside of the Library continues to be an issue. The Recreation and School Board Field, the South Mountain Reservation, and the Paper Mill Playhouse can put pressure on the existing lot making Library patron parking difficult at times. The Board discussed attending a Township Committee Meeting to voice their ongoing concerns. Mr. Banick asked them to reach out and speak with Mr. Cohen to let him know ahead of time about their plans.

Mr. Banick reported on the Small Claims Action filed by the Library. At the September 2024 Millburn Free Public Library Board Meeting the Trustees unanimously approved Resolution 2024-0903 authorizing small claims action against any Millburn Library cardholder with long overdues in excess of $1,000.00. "Long overdue" is defined in BCCLS as any item that is greater than 60 days overdue, may be declared lost and for which the patron may be billed full value.

That week, the Director filed a claim against Anshuman Ray, who at the time had 52 items checked out on two library cards in his household. These items were all more than four months overdue and had a collective value of $2,629.53. These items were unreturned despite numerous overdue notices, a personal call from the Library Director and five letters from the Library's collection agency. The total sought in small claims court was $2,713.53, which included all unreturned Millburn Library items, four unreturned items from other libraries, $30.00 in collection agency fees, and $54.00 in court filing fees. The four items from the other libraries are notable because they alone were worth $854.94 and under the terms of the BCCLS agreement a patron's home library must reimburse the owning library for any unreturned items borrowed through the BCCLS reciprocal lending program. The Millburn Library issued checks to these four libraries.

On October 1 2024 Mr. Ray was issued a summons and Case Number ESX SC 001559-24 was scheduled for November 7 2024 at 8:30 a.m. at the Essex County Courthouse in Newark.

On November 4 2024 Mr. Ray returned forty-one outstanding items bringing the balance down to $1,489.83. On November 6 2024 Mr. Ray returned or paid for all remaining items plus collection agency fees and court filing fees. The amount paid to the Millburn

Library was $958.94. These actions of returning items and paying for the unreturned items satisfied the household's library accounts and brought the balances down to zero.

On November 7 2024 the Library Director went to court and withdrew the complaint as the matter was resolved.

Finally, in consideration of the pattern of egregious disregard for the library policies, for repeatedly incurring multiple long overdues and for ignoring communication from the Library, its collection agency and any others in an attempt to recover library property, all library accounts associated with this household have been suspended for a period of two years. This is in line with the Millburn Library Code of Conduct. Mr. Ray was notified of this in person and by a letter sent via US Mail. He was advised that he may appeal this decision directly to the Millburn Library Board of Trustees.

Ms. Sherman thanked Mr. Banick for his report.

COMMITTEE REPORTS:

There were no Committee Reports.

OLD BUSINESS:

There was no Old Business.

NEW BUSINESS:

There was no New Business.

The Board went into Executive Session at 8:20 p.m. to discuss a legal and personnel matter.

The Board came back into Regular Session at 9:00 p.m.

Mrs. Eisner introduced Resolution 2024-1101 "A resolution implementing a sick leave sellback incentive plan and a sick leave payout-upon-retirement plan for non-union Millburn Library employees hired before May 21 2010." Ms. Sherman seconded.

Mrs. Binder	Yes
Ms. Chenofsky Singer	Abstained
Mrs. Kelly	Abstained
Ms. Panarelli	Yes
Mrs. Eisner	Yes
Ms. Sherman	Yes

Mr. Cohen Absent

Resolution 2024-1101 passed.

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. Binder seconded. All were in favor.

The meeting adjourned at 9:05 p.m.

Respectfully Submitted,

Patricia Giambattista