MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING

November 20, 2023

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday November 20th 2023 at 7:30 p.m. Present were: Ms. Sherman, who presided, Mrs. Eisner, Mrs. Kelly, Ms. Chenofsky Singer, Mr. Cohen and Mr. Banick. Ms. Bredlau was absent. Mrs. Binder was delayed.

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 16th 2023 as submitted. Ms. Chenofsky Singer so moved. Mrs. Eisner seconded. All were in favor.

FINANCIAL REPORT:

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

Vouchers #6508 - #6559 and payrolls as directed by the Township amounting to $392,944.14 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. 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.

Mr. Banick informed the Board that the Bill List is higher this month. It includes the Library's 4th quarter reimbursement payment to the Township for personnel benefits and utilities.

Mrs. Eisner informed the Board that individual names that appear on the Bill List are payments for programs and reimbursements to staff members for goods purchased related to the Library.

The Board asked who is the vendor Amazon Capital Services. They provide programming supplies and books.

The Board asked who is the vendor Cintas. They are the first aid and safety services vendor. The bill also included the two new AEDs.

The Board asked who is the vendor EBSCO. They provide the magazines subscription service. The invoice on tonight's Bill List is for 2024.

The Board asked who is the vendor Mooney-General Paper Company. They provide the janitorial products.

PUBLIC COMMENTS:

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

The Millburn Friends Membership Drive for 2024 is off and running.

The Friends newsletter is due out the week of November 20th.

The Friends will not be participating in Giving Tuesday for 2023. They find that it does not provide any results.

The 42nd Annual Student Chess Tournament will be held on Saturday December 2nd beginning at 9:00 a.m. at the Library. Mrs. Kelly will be in attendance to help. Mr. Cohen will announce the event at the next Township Committee Meeting.

The Friends Fireside Book Club met on Monday November 6th. The book was "Maybe You Should Talk To Someone" by Lori Gottlieb. Friends board member Michelle Brubaker moderated the evening's program. The event was very nice and well received. The next Book Club will meet on Monday December 4th. The book will be "Horse: A Novel" by Geraldine Brooks. Millburn Librarian Elizabeth Miller Boose will moderate.

Fall Museum Night was held on Tuesday November 14th. Thirty-five people attended. It was a nice evening.

The first-floor garden was refreshed with fall plantings in October. Holiday plantings will be done in early December.

Making Gift Tags and Note Cards with Natural Materials presented by Stephanie Murphy will be held on Wednesday November 29th.

Ms. Sherman thanked Mrs. Kelly for her report.

DIRECTOR'S REPORT

Mr. Banick reported on Buildings & Grounds. The security camera installation is complete. The outdoor lighting installation is complete. The Library has received three proposals from OTIS Elevator for the elevator project. They include:

- Ala carte items and pricing
- Refurbishing the existing elevator
- Total demolition and replacement of the existing elevator

Mrs. Binder is now present at the meeting and is presiding.

Mr. Banick informed the Board that he is waiting for proposals from other elevator companies in order to make fair comparisons for the work.

The architect has begun to prepare initial drawings for the second-floor renovation. They will take into account the recommendations of the Board. The first plans should be available for review at the December Board Meeting.

Mr. Banick reported on Personnel. The Library hired Part-Time Library Assistant Fiona Mulvey effective November 12th. Part-Time Librarian Nicholas Consales is resigning effective Sunday December 17th. An ad has been placed for the Part-Time Librarian position. Twelve applicants have applied. The position should be filled soon.

Mr. Banick reported on Finance. The Library is on track for this point in the fiscal year. There is a large Fund Balance on hand for 2023. This is due to the Bequest and the fact that the second-floor renovation has not begun. The Draft Audit Report for 2022 was received on Friday November 17th. Once a few questions are addressed the final report will be issued. The Library received a clean Audit Report for 2022 with no recommendations. Mr. Banick stated that credit for this goes to Mrs. Patricia Giambattista, the Library's Comptroller. Mr. Cohen asked if the Library noticed any differences in the Audit Report for 2022 as compared to previous years relating to schedules and the volume of the report. He stated that the Township's report was quite voluminous with many schedules attached and not much text. Mr. Banick said that the Library's report was not much different from previous ones, but that the Library is a much smaller shop which may have affected the reports presentation.

Mr. Banick reported on Statistics. The Library continues to do well. Programming at this point in the year has exceeded the numbers for last year with respect to the number of programs offered and the number of people in attendance.

Mr. Banick reported on Technology. The Library has installed two dual sided public scanners on the first-floor. The Library has migrated to a cloud-based solution system. The Library has installed a new coin box for the first-floor public printer. The Board

asked if and when credit cards will be avaible for patrons to use for payments. Mr. Banick said that he is in the process of looking at that now.

Mr. Banick reported that Election Day had no issues in respect to the Library hosting.

Mr. Banick reported that the Millburn Police Department active shooter training was held on Monday November 13th. The program was very informative, went well, and was worth having.

Mr. Banick reported that the two new AEDs have been installed. Training on the devices will take place in January 2024. The Board asked if staff would be able to help now if needed. Mr. Banick feels that enough staff in the building would be able to do so if the need arose.

Mr. Banick reported that the Millburn Library's Children's Department is ranked number one in the BCCLS System for circulation and number five overall.

Mrs. Binder thanked Mr. Banick for his report.

COMMITTEE REPORTS:

The Personnel Committee reported that they would like to add two new positions to the Library. They are:

- Part-Time Children's Librarian
- Part-Time Public Service Librarian

The Part-Time Public Service Librarian would focus on marketing for the Library. Both positions will be Civil Service, twenty-seven hours per week, and pensionable with leave time.

The Board held a discussion on the budget supporting the two positions. They feel that with the increase in the Budget Appropriation for 2024 the budget can certainly support the new positions now. The question is if the Library were to lose funding can these positions be eliminated? They are Civil Service. Mr. Banick said that if the Library was unable to support the positions financially, there is a process through Civil Service to remove the positions. The Board then asked if these two positions would receive sick leave payouts when the employee leaves or retires. They would, but this would be governed by the CWA Local #1031 contract and New Jersey State Regulations.

Mrs. Binder asked for a motion to approve the two new Part-Time Librarian positions. Mrs. Eisner "so moved." Ms. Sherman seconded. All were in favor.

Mr. Banick thanked the Board.

The Building & Grounds Committee reported on the elevator project. OTIS Elevator has submitted three proposals. They are:

1. Improvements with ala carte pricing
2. Modernization of the existing elevator
3. Demolition and new construction

The second option offers the best price and timeline. The elevator meets quality standards now and is ADA compliant.

After carefully reviewing the three options the Board has chosen option number two.

Once the other proposals are received, then proper comparisons can be made as to materials and pricing.

The Board agreed to wait for proposals from the other companies before moving forward with a vendor to do the work.

OLD BUSINESS:

Ms. Sherman gave a report on book bans and the NJ Freedom to Read Act. Ms. Sherman will forward a copy of the bill to the Board. She encouraged everyone to reach out at the state level to their representatives to support the bill. Everyone can also sign petitions in support of the legislation. They can be found at NJ Sweep Book Ban Coalition and everylibrary.org.

NEW BUSINESS:

There was no New Business.

There 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. Ms. Sherman "so moved." Mrs. Eisner seconded. All were in favor.

Mrs. Binder wished everyone a very Happy Thanksgiving. The Board wished each other and Mrs. Binder one as well.

The meeting adjourned at 8:30 p.m.

Respectfully Submitted,

Patricia Giambattista