MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING

November 21, 2022

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday November 21st, 2022 at 7:30 p.m. Present were: Mrs. Binder, who presided, Mrs. Eisner, Mrs. Kelly, Ms. Sherman, Mrs. Miggins, Ms. Chenofsky Singer, Mr. Banick, and Douglas Zucker Esq. Mrs. Ipp was excused.

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 October 17th as submitted. Mrs. Eisner 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 #5910 - #5964 and payrolls as directed by the Township amounting to $387,555.37 and charged to the Library's appropriation were approved for payment or ratified for payment.

Mrs. Binder asked for a motion that the Bill List 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.

Mrs. Eisner informed the Board that the State Aid check was received.

The Board asked why there were two checks issued for the same amount to the vendor "Ants in the Pants." The first was a replacement check for a reported lost check issue the previous month. The second was for an upcoming separate program.

The Board asked who is the vendor Nick Rizzo. Nicholas Rizzo Fine Arts, Inc. is the company who hung the two Dufner paintings on the main floor.

The Board asked who is the vendor US Diary. They are the vendor who supply the 2023 Monthly Planning Guide calendars given out the patrons.

The Board asked who is the vendor Vertilocity. They provide IT services to the Library.

PUBLIC COMMENTS:

Mrs. Binder asked if there were any Public Comments. Mrs. Binder and Mrs. Kelly reported for the Friends.

Mrs. Binder reported on the Fireside Book Club. The book discussion was held on Monday November 7th at 7:00 p.m. via Zoom. The book was "The Personal Librarian" by Marie Benedict and Victoria Christopher Murray. Mrs. Binder was not able to attend. Mrs. Kelly who was in attendance informed the Board that it was one of the best discussions the Friends have had. Mrs. Ipp did a wonderful job as moderator. The next book discussion will be held on Monday, December 5th at 7:00 p.m. via Zoom. The book is "The Nineties" by Chuck Klosterman. Friends member Michelle Brubaker will moderate. Mrs. Binder closed by inviting everyone to please join in. You may register on-line via the Library website.

Mrs. Kelly reported on Programming. "A Journey to Resilience and Inclusion" held on October 27th with presenter Zachary Levine and his mom was a great success. At least fifty people were in attendance. The program was very good and informative.

Fall Museum Night was held on Thursday November 3rd. Larissa Bailiff from the Museum of Modern Art was the guest speaker. At least forty people attended. The feedback was very positive. Attendees were very pleased with the event.

The garden on the first floor is in place and doing well. Grow lights have been installed.

The Friends Annual Membership Drive is underway. If Board members hear of any issues, please let Mrs. Kelly know so that they may be addressed.

The Friends will be participating in Giving Tuesday on November 29th. They ask that you help to support the Millburn Free Public Library by considering to donate either that day or throughout the year.

Chess Classes continue to do well. The Friends Annual Chess Tournament will be held on Saturday December 10th at the Library.

The Friends will sponsor the Winter Reading Program here at the Library.

The Friends participated in Winter Walk sponsored by the Millburn Short Hills Chamber of Commerce on Sunday November 20th. It was a good but very cold day.

Mrs. Binder thanked Mrs. Kelly for her report.

DIRECTOR'S REPORT

Mr. Banick reported on Building & Grounds. The elevator repairs are complete. The elevator is operating. An insurance claim has been submitted to the Municipal JIF. The Library may be reimbursed $13,000.00.

Mr. Banick reported on Finance. Millburn received their State Aid check for 2022 on October 13th in the amount of $11,179.00. The Library will use the funds for other operating expenses. In previous years the funds have been put towards print and non-print materials. The Board then held a discussion on some patron complaints they have received regarding the bare shelves of print materials on the first floor especially in Non-Fiction. Mr. Banick stated that the librarians are in the process of building the collection back up. The Board asked that the shelves be condensed until the collection is back to full levels. This will help the shelves look full while the collection is worked on. Mr. Banick also said that any patron who does not see materials that they are interested in on the shelf can request said materials and the librarians will see that they are purchased.

Mr. Banick reported on Statistics. Visitation is down YTD. Circulation is good YTD.

Mr. Banick reported on Home Borrowing with the Millburn Library. The new service began the week of October 10th. The Library had its first customer on Monday November 21st. Mrs. Miggins asked that Mr. Banick forward her information regarding the program. She will include it in her Mayor's Friday message to the public and at the next Township Committee Meeting.

The BCCLS bill for 2023 will increase 4.3%. The Board asked how the bill is formulated. BCCLS looks at the population of each township, items in each library's catalog, and the library's total budget for the year in question. When all of that is calculated a flat fee of $6,000.00 is added for each individual library as well as a delivery fee. The Board feels that since each library is looked at individually the bill is fair to Millburn.

Mrs. Binder thanked Mr. Banick for his report.

COMMITTEE REPORTS:

The Labor Negotiation Committee reported that the next meeting with CWA Local #1031 will take place the week of November 28th. Points still unsettled include the length of time a disciplinary report remains in an employee's personnel file, promotions, and steps. After the meeting they will report back to the full Board.

The Personnel Committee reported that they are working on streamlining the current 150-page policy manual.

The Strategic Planning Committee reported that they met and evaluated four proposals. The firms who submitted proposal are:

- Ivy Group
- Library Development Solutions
- Library Crossroads
- Library Strategies

The proposals ranged in price from $13,000.00 to $50,000.00. The Committee recommends awarding the job to Library Strategies located in Saint Paul, Minnesota.

The Board held a discussion on the project. Topics discussed included:

- The length of the plan - 3, 4, or 5 years
- Clarification from the vendor on how many revisions are allowed
- Cost of the contract with a not to exceed amount

Mrs. Binder asked for a motion to award the contract to Library Strategies in the amount of $19,512.00. Mrs. Miggins "so moved." Mrs. Eisner seconded. All were in favor.

Mrs. Binder called a voice vote.

Mrs. Miggins	Yes
Mrs. Kelly	Yes
Mrs. Eisner	Yes
Ms. Chenofsky Singer	Yes
Ms. Sherman	Yes
Mrs. Binder	Yes

The motion was unanimously approved.

The Library received a challenged book request. The book is "The Story of the Jack O'Lantern" by Katherine Tegen and illustrated by Brandon Dorman. The Board reviewed the book and agreed that it will remain in the current collection of the Millburn Public Library. Mrs. Binder asked for a motion that the book remain in the collection. Mrs. Eisner "so moved." Ms. Sherman seconded. All were in favor.

OLD BUSINESS:

There was no Old Business.

NEW BUSINESS:

There was no New Business.

Mrs. Binder asked for a motion for the Board to move into Executive Session. Ms. Chenofsky Singer "so moved." Mrs. Kelly seconded. The Board went into Executive Session at 8:25 p.m. to discuss privileged attorney client matters with attorney Douglas Zucker pertaining to violations of the library policy.

The Board came back into Regular Session at 9:40 p.m.

In open session, it was moved to take the following action: Due to violations of the Library's Meeting Room Policy, including non-payment of $450.00 rental fee by Diane Eglow, the Library Board is suspending all of Ms. Eglow's library borrowing and all other privileges associated with a library card, indefinitely until the fee is paid in full. In addition, Ms. Eglow's privileges to reserve Library meeting rooms shall be suspended indefinitely until Ms. Eglow pays the $450.00 fee in full, but for a period of not less than four (4) years, and this suspension shall be extended to apply as well to the Committee to Elect Eglow and Morrow and any variation organization in which Ms. Eglow is involved.

Mrs. Binder asked for a motion to approve the action. Mrs. Eisner "so moved." Mrs. Kelly seconded. Mrs. Binder called a roll call vote.

Mrs. Binder	Yes
Ms. Chenofsky Singer	Yes
Mrs. Eisner	Yes
Mrs. Kelly	Yes
Mrs. Miggins	Abstain
Ms. Sherman	Yes

The motion passed 5-0-1.

The library director and the attorney will prepare a letter which will be sent to Ms. Eglow.

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. Eisner "so moved." Mrs. Binder seconded. All were in favor.

The meeting adjourned at 9:42 p.m.

Respectfully Submitted,

Patricia Giambattista