MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING

December 16, 2024

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday December 16th 2024 at 7:30 p.m. Present were: Ms. Sherman, who presided, Mrs. Eisner, Mrs. Binder, Mrs. Kelly, Ms. Chenofsky Singer, Mr. Cohen and Mr. Banick. Ms. Panarelli was absent.

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 November 18th 2024 as submitted. Mrs. Binder 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 #7218 - #7252 and payrolls as directed by the Township amounting to $278,768.30 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 December be approved. Mrs. Kelly made a motion to approve the Bill Lists as submitted. The motion was seconded by Mrs. Eisner. 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 ongoing. The fundraising drive should reach its goal by year end.

The Friends have purchased the Winter Reading Program prizes. Mrs. Kelly encouraged the Board members to sign up.

Chess Lessons will move to Gero Park beginning January 4th 2025 in anticipation of the upcoming Second Floor Renovation.

Ms. Sherman thanked Mrs. Kelly for her report.

DIRECTOR'S REPORT

Mr. Banick reported on Buildings and Grounds. Mr. Banick passed out copies of the elevator image-rendering to the Board. The Board liked them. The Board asked if the refurbished elevator will be under warranty with OTIS Elevator or on a service contract. Mr. Banick will find out and report back to the Board. The Board asked how patrons who need to use the elevator will be impacted regarding materials located on the Mezzanine. Staff will retrieve any materials these patrons may want. Mr. Banick added that there will be no programs held on the second floor until the work is completed. The upgrades will take approximately eight weeks to complete. The Board approved starting the work as soon as possible.

Mr. Banick reported on the Renovation. The original meeting in December with architect Don Fiore was postponed due to illness and engineering delays. Mr. Fiore sends his apologies to the Board for the delay. Mr. Banick and Mr. Fiore met on December 16th. The following is the schedule for the bids.

- Advertisement during the first full week of January 2025
- Optional Site Meeting on January 16th 2025
- RFI/Contractor Questions due on January 20th 2025
- Responses due on January 23rd 2025
- Bids due after the responses
- Bid Opening on February 4th 2025
- Attorney Review
- Bid Awarded on February 11th 2025

Mr. Banick cautioned that the above schedule is fluid and is subject to change.

The Board asked if the asbestos abatement can be scheduled to be done during the school's winter break. Mr. Banick will see if this request can be accommodated.

The Board asked where they will meet for their Monthly Board Meetings during the renovation period. The meetings will take place on the first floor in the YA area.

Mr. Banick stated that since the renovation will not be completed until August the Primary Election will be held downstairs in the Children's Department.

Mr. Banick reminded the Board that he will be out on a family vacation at the end of February into the beginning of March.

The Board asked about the programming schedule. Can the meeting rooms be opened back up for January. Mr. Banick will look over the schedule and see what can be done.

Mr. Banick reported on Personnel. Part-Time Library Assistant Rachel Podhoretz is back at work.

Mr. Banick reported on Finance. The 1/3 MIL and Equalized Valuation for 2025 has increased. All revenue and expense accounts are good at year end. The bank account for the bequest was set up before year end. The Audit for 2023 is complete. The Library received a Clean Audit for 2023.

Mr. Banick reported on Statistics. Numbers remained good at year end.

Mr. Banick reported on the Steinway B Piano. The Piano must be moved for the renovation. Mr. Banick recommended that it be put into storage and returned once the renovation is complete. The Board agreed and approved the storage plans for the renovation period.

Ms. Sherman thanked Mr. Banick for his report.

COMMITTEE REPORTS:

The Nomination Committee is reactivated for 2025. Mrs. Binder will chair.

OLD BUSINESS:

There was no Old Business.

NEW BUSINESS:

The Board looked over the Holiday and Board of Trustee Meeting Schedules for 2025. The Board stated that they may add a Special Meeting in February 2025 to award the bid for the renovation. Ms. Sherman requested a motion to approve the Holiday and Board of Trustee Schedules for 2025. Mrs. Kelly "so moved." Mrs. Eisner seconded. All were in favor.

The Board went into Executive Session at 8:30 p.m. to discuss compensation for 2025 for Non-Union White-Collar staff members.

The Board came back into Regular Session at 8:55 p.m.

Ms. Sherman stated that the Board voted and approved raises at 3% for the Non-Union White-Collar staff members.

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 Board and Mr. Banick wished each other Happy Holidays!

The meeting adjourned at 8:58 p.m.

Respectfully Submitted,

Patricia Giambattista