MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING

December 19, 2022

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday December 19th, 2022 at 7:30 p.m. Present were: Mrs. Binder, who presided, Mrs. Eisner, Mrs. Ipp, Mrs. Kelly, Ms. Sherman, Mrs. Miggins, Ms. Chenofsky Singer, Mr. Banick, and Douglas Zucker Esq.

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

Mrs. Binder asked for a motion to move to Executive Session. Ms. Chenofsky Singer so moved. Mrs. Eisner seconded. All were in favor. The Board went into Executive Session at 7:32 p.m. to discuss privileged client matters pertaining to violations of Library policy.

The Board came back into Regular Session at 8:20 p.m.

Douglas Zucker Esq. left the meeting.

MINUTES:

Mrs. Binder asked the Board to review the minutes.

Mrs. Binder asked for a motion to accept the minutes of November 21st with one correction. On page four under Committee Reports, paragraph three, change "Policy Committee" to "Strategic Planning Committee." Mrs. Eisner so moved. Mrs. Ipp seconded. All were in favor.

FINANCIAL REPORT:

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

Vouchers #5965 - #6007 and payrolls as directed by the Township amounting to $244,448.91 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 December be approved. Mrs. Kelly made a motion to approve the Bill Lists as submitted. The motion was seconded by Ms. Sherman. All were in favor.

The Bill Lists were approved as presented.

The Board asked who is EBSCO. This vendor provides the magazine subscriptions.

The Board asked who is the vendor Ingram Library Services. This is the book vendor.

The Board held a discussion on the Budget vs Actual Report. The Board asked why the Library is under budget by 19% at this point in the year. Mr. Banick said that the budget is not all spent. The Board asked Mr. Banick to look into discrepancies on the report. Some line items are extremely over budget. Mr. Banick will look at the line items and report back.

The Board asked if the elevator repairs have been paid. They have. The Library received a check from MEL Property, the Township's insurance provider, in the amount of $13,901.90 for the repairs. The Library's out of pocket expense came to around $5,000.00.

Mrs. Miggins announced that she will be stepping down from the Library Board. The new Board member starting in 2023 will be Michael Cohen.

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 December 5th at 7:00 p.m. via Zoom. The book was "The Nineties" by Chuck Klosterman. Friends member Michelle Brubaker did a really nice job as the moderator. The book was interesting and generated a great conversation. The next book discussion will be held on Monday January 9th at 7:00 p.m. via Zoom. The book is "Blake Cake" by Charmaine Wilkerson. The moderator will be Millburn Librarian Liz Miller Boose. Mrs. Binder closed by inviting everyone to please join in. You may register for the Zoom link on-line via the Library website.

Mrs. Binder reported on the Chess Tournament held a Saturday December 10th. The day went very well with sixty-four participants. Chess Master Scott Massey did a fantastic job.

Mrs. Kelly reported on Programming. Saturday Chess Lessons at the Library continue to go well.

The Friends will again sponsor the Winter Reading Challenge prizes. All prizes for the winning gift baskets have been purchased locally. There will be two baskets for children,

two baskets for adults, and one basket for teens. The challenge runs from January 1st – 31st. You may register via the Library website.

The holiday planting was done on Thursday December 8th. Friends members Jean Lee, Dorothy Kelly, and Mara Epstein did a fantastic job. Mrs. Kelly thanked Patty Giambattista for doing a wonderful job with the daily maintenance of the garden. She said that the Friends really appreciate it.

The Friends Annual Membership Drive is ongoing. This year's drive is at a slower pace than previous years.

Friends program "Celtic Harp on a Winter's Day!" featuring Millburn resident Odarka Polanskyj Stockert will be on Sunday January 8th at 2 p.m. in the Auditorium.

Mrs. Kelly will be looking at how to handle book dealers before the Annual Friends Book Sale for 2023. The Friends may not allow new memberships at the door this year. When the book dealers join at the door it overwhelms the members assisting in the sale. Mrs. Kelly is looking at how Westfield and Chatham handle their book dealers. The two-week collection period and bag sale and extra two days for donations after the sale will remain the same.

Mrs. Binder said that the Friends Annual Book Sale is a community event and encourage the members of the Friends to please volunteer.

Mrs. Binder thanked Mrs. Kelly for her report.

DIRECTOR'S REPORT

Mr. Banick reported on Personnel. Maintenance worker Booz Valcin retired effective December 1st. Patrick Garcia has been hired and will begin work on Wednesday January 4th. Library Assistant Insha Fitzpatrick resigned effective Friday December 23rd. Library Assistant Eileen Tooman is retiring effective Wednesday March 1st 2023. Both positions will be advertised.

Mr. Banick reported on Labor Negotiations. They are complete. The agreement is now in the hands of the CWA Local #1031. Once ratified the agreement will be good until December 31st 2025.

Mr. Banick reported on Statistics. Circulation statistics may surpass the numbers for 2021. The Board stated that if this happens they would like it publicized.

Mrs. Binder thanked Mr. Banick for his report.

COMMITTEE REPORTS:

The Labor Negotiation Committee reported that the Library is where it wants to be regarding the new contract with CWA Local #1031. Once the CWA Local #1031 ratifies the contract and the parties sign it will put into effect.

Mr. Banick asked the Board who would like to be on the Nominations Committee for 2023. The members will be:

Mrs. Binder
Mrs. Kelly
Ms. Sherman

The Personnel Committee reported that they have not received anything new from the Labor Attorney.

The Strategic Planning Committee reported that Library Strategies will begin their work in January 2023. The project will take six to eight months to complete. The project will have a Steering Committee that will include one or two Board members as well as community members.

OLD BUSINESS:

There was no Old Business.

NEW BUSINESS:

The Board unanimously approved the Holiday and Board Meeting Schedule for 2023.

The Board thanked Mrs. Miggins for her service on the Board especially during the pandemic and renovation and wished her well on all future endeavors. Mr. Banick thanked Mrs. Miggins as well saying that he appreciated her presence on the Board.

Mrs. Miggins thanked the Board for their well wishes and said that change is good.

Mrs. Binder asked for a motion for the Board to go into Executive Session. Mrs. Eisner "so moved." Ms. Chenofsky Singer seconded. All were in favor. The Board went into Executive Session at 9:04 p.m. to discuss salaries.

The Board came back into Regular Session at 9:10 p.m.

Mr. Banick and Mrs. Giambattista will each receive a 2% raise effective January 1st 2023.

Mr. Banick thanked the Board for himself and Mrs. Giambattista.

The next Board Meeting will be held on Monday January 23rd.

Mrs. Binder wished everyone "Happy Holidays."

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. Chenofsky Signer "so moved." Mrs. Eisner seconded. All were in favor.

The meeting adjourned at 9:12 p.m.

Respectfully Submitted,

Patricia Giambattista