MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING

December 21, 2020

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, December 21, 2020 at 7:30 p.m. via Zoom. Present were: Mr. Gaylord, who presided, Mrs. Eisner, Mrs. Burstein, Mrs. Binder, Mrs. Ipp, Mrs. Kelly, Ms. Sherman, and Mr. Banick.

Mr. Gaylord opened the meeting and read the Sunshine Law Announcement.

MINUTES:

Mr. Gaylord asked the Board to review the minutes.

Mr. Gaylord asked for a motion to accept the minutes of November 16, 2020 as submitted with one change on page 4 to read "on Finance". Mrs. Eisner 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 #4817 - #4862 and payrolls as directed by the Township amounting to $154,563.46 and charged to the Library's appropriation were approved for payment or ratified for payment.

Mr. Gaylord 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 Mrs. Ipp. All were in favor.

The Bill Lists were approved as presented.

The Board then held a discussion on the 2020 Budget. Mrs. Burstein asked how the Library actually performed compared to what was budgeted. Mr. Banick stated that outside of the money set aside for the renovation which was not spent everything else was okay. With the Millburn Library receiving no funding from the State of New Jersey Construction Bond Act the renovation is now slated to begin in 2021 using available Millburn Library funds only. The other line item that was not fully spent was

"Professional Expense" both Municipal and Library. With the pandemic travel to offsite professional development was down. Revenues came in close to what was anticipated. The difference can be attributed to the Library going fine free in 2020.

PUBLIC COMMENTS:

Mr. Gaylord asked if there were any Public Comments. Mrs. Kelly reported for the Friends.

Mrs. Kelly reported on Programs. "Tablescaping" with Stephanie Murphy from Greenwood Gardens was be held via Zoom on Tuesday, December 1, 2020. The Annual Museum Night was be held via Zoom on Tuesday, December 8, 2020 at 7:00 p.m. 152 people signed up and 66 attended that evening. The event was recorded and can still be viewed on line. The Member-Merchant Initiative began in December 2020. Members are able to show their membership cards at various participating business in town to enjoy certain benefits. Currently there are thirteen businesses participating. Membership cards are good for one year. They were distributed to all current Friends members. The Friends have received excellent feedback regarding this new program. Mrs. Kelly stated that the membership numbers for the Friends are not were they were last year, but that the drive is still open. The Friends for the second year will sponsor the raffle prizes for the Winter Reading Challenge. The prizes are from the Book House in town and will be made into baskets in the categories of Adult, Teens, and Children's. Winter/Spring 2021 Programming will include the Fireside Book Club and a Valentine's Program "Scented Bath Salts Workshop" for children and teens. In March there will be "Cooking Consciously with Vaishali". April will be another Greenwood Gardens program "Butter, Infused Oil and Syrups". The Friends are also looking into having an author speak and a Spring Museum Night. The Annual Book Sale may be held in 2021. The Friends will continue to revisit their plans for the Annual Sale.

Mrs. Binder reported that the next Fireside Book Club will be held on Monday, February 1, 2020 at 2:00 p.m. via Zoom. The book will be "Breathe: A Letter to My Sons" by Imani Perry.

DIRECTOR'S REPORT

Mr. Banick reported on the Pandemic Response. The Township installed thermal cameras throughout the Township buildings. They take the temperatures of staff and patrons. COVID 19 cases saw a surge in New Jersey. In response the Library will have door side only service on Sundays. Public Internet Workstations are also closed.

Mr. Banick reported on Finance. Revenues and Expenses are in line for year-end 2020. The Temporary Budget for 2021 is proceeding. When the Township CFO has the Library's 2021 budget numbers for Payroll Taxes, Health Benefits, Pensions, and Utilities it can be finalized.

Mr. Banick reported on Personnel. The Full time Library Assistant position has been filled. Insha Fitzpatrick will start on Monday, January 11, 2021. Librarian Barbara Simmonds will be retiring effective, March 1, 2021. The advertisement for her replacement has been posted. The new hire will be proficient in technical and digital services. To ensure a seamless transition it is hoped that the new hire will be in place by March 2021. The CWA Local #1031 agreement with the Library expired on December 31, 2020. The union will go into a status quo period with the Library. Negotiations have not begun.

Mr. Banick reported on Buildings & Grounds. The signage regarding flushable items in the bathrooms seems to be working. Electric hand dryers were priced. They would cost over $5,000.00. The Board feels that they may not be sanitary from some of the research they have done. They also feel that if they malfunction paper towels would still be needed. In closing the feel that they can revisit this option if the need arises in the future. The heat went out at the end of December. A service call was placed, the boiler was fixed.

Mr. Banick reported on Professional Development. In person events were cancelled in 2020 due to the pandemic. Continuing Education went all on-line. YTD for 2020 Millburn staff has logged 200 hours. This is up 24% over 2019. The Library Board of Trustees has continued to do a great job with their continuing education seminars in 2020.

Mr. Banick reported on Statistics. The Library has been opened now for five full months. No new circulation records were set in 2020 and all categories across the board are down from previous years. Visitations and checkouts have gone up every month. On-line programming is up 30% over 2019 and remains strong. E-books are up 86% YTD. 2020 saw Millburn's net lending and net borrowing equal out. Millburn historically has borrowed more through BCCLS than it lent. Mr. Banick and the Board attribute this to the hiring of Librarian Jon Michaud. He has done an excellent job in knowing Millburn's needs. Mrs. Eisner said that "he has done an excellent job with collection development". That he is "better than any book store I've been to hands down, absolutely marvelous". The Board wants it on record that they are "fortunate to have his skills and are most thankful". Mrs. Kelly went on to say that she directs people to him. Mrs. Eisner stated that "he is one of the best Reference Librarians I've ever come across".

Mrs. Binder had a question regarding the CWA Local #1031. She asked if the staff have to join the union. New Jersey law states that public employees have the right to refrain from joining. The Millburn Library has 100% of its staff in the union with the exception of exempt employees.

COMMITTEE REPORTS:

The Nominations Committee. Mrs. Binder will chair this Committee for 2021.

The Negotiations Committee. This Committee will need two Board members. After the Township Committee's Reorganization Meeting the two members will be selected. Mrs. Sherman stated that she is interested in being on the Committee for 2021. Mrs. Eisner stated that she does not have a strong interest in this Committee.

The Building Committee reported on the renovation. The Committee met on Wednesday, November 25, 2020. Millburn will receive no grant money from the New Jersey Library Construction Bond Act in round one of the funds disbursements. The Committee are looking at the following options now:

1.) Scaling back the renovation to exclude:
    a.) Meeting Room A
    b.) Meeting Room B
    c.) Relocating the Teen Area
    d.) Building a quiet room on the Mezzanine

2.) Wait on replacing the existing boiler and reapply for funding in round 2.

3.) Ask the Township for help with exterior improvements to the Library as part of the Township Capital Improvement Program.

The Board asked if the Library plans to reapply for Round 2 funds in 2021. Yes, for the boiler only.

The Board is getting questions from the community as to why they think Maplewood received so much in grant money. It is thought that one reason may be because they are building a whole new facility that will be ADA complaint.

In conclusion the Board decided to move on getting the project underway in 2021. They feel that the project has been in absence for a number of years now and in light of not getting any funding the time is right to begin with a self-funded renovation.

Mr. Gaylord asked for a motion to approve the new scaled back renovation plan for 2021. Mrs. Eisner so moved. Mrs. Kelly seconded. All were in favor.

OLD BUSINESS:

The Board introduced Resolution 2020-12-02 dedicating the Library Gallery space in the memory of former Library Director William R. Swinson. Mr. Gaylord asked for a motion to accept said Resolution 2020-12-02. Mrs. Eisner so moved. Mr. Gaylord seconded. All were in favor.

NEW BUSINESS:

Mr. Gaylord asked for a motion to adopt the Holiday and Board of Trustees Meeting Schedules for 2021. Mr. Gaylord so moved. Mrs. Eisner seconded. All were in favor.

The Board went into Executive Session at 8:55 p.m. to discuss and set white collar salaries for 2021. The Board came back into Regular Session at 9:12 p.m. White collar salaries for 2021 are as follows:

Michael Banick – 3% raise
Patricia Giambattista – 2.5% raise

Mr. Banick thanked the Board for himself and Mrs. Giambattista. "We both appreciate the Board's support and always strive to do the best for the Library and the Millburn community".

Mr. Gaylord is retiring from the Board this year and tonight's meeting is his last and last as Board President. Mr. Banick and the Board thanked Mr. Gaylord for his many dedicated years of services to the Township of Millburn and The Millburn Free Public Library. The Board presented Mr. Gaylord with a plaque. Mr. Gaylord thanked everyone and said that it was a "great pleasure" and that the only other public service he had during his years was in the United States Army. He went on to say that being a Trustee has been an educational gift to him and he enjoyed his years working with the other Board members and library staff. "Thank you for the experience". Mrs. Eisner said "my heartfelt thanks for your guidance and experience on the Board". The Board wished Mr. Gaylord all the best and said that they are going to miss him and to remember to shop locally with his membership card.

The Board wished everyone a Merry Christmas, Happy Holidays, and a Happy New Year.

Mr. Gaylord asked if there was any further business before the Board before adjournment.

Seeing none Mr. Gaylord requested a motion to adjourn the meeting. Mr. Gaylord "so moved". Mrs. Binder seconded. All were in favor.

The meeting adjourned at 9:16 p.m.

Respectfully Submitted,

Patricia Giambattista