MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING

February 24, 2020

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, February 24, 2020 at 7:30 p.m. at the Library. Present were: Mr. Gaylord, who presided, Mrs. Eisner, Mrs. Burstein, Mrs. Ipp, Mrs. Kelly, Ms. Sherman, and Mr. Banick. Mrs. Binder was absent.

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

The Board sent their condolences to Mrs. Binder on the passing of her brother.

MINUTES:

Mr. Gaylord asked the Board to review the minutes.

Mr. Gaylord asked for a motion that the minutes of January 27, 2020 be accepted as submitted with a change on page 2 under Financial Report paragraph 3 delete one Mrs. Mrs. Eisner so moved. Mrs. Kelly seconded. All were in favor.

FINANCIAL REPORT:

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

Vouchers #4417 - #4482 and payrolls as directed by the Township amounting to $222,607.76 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 be approved. Ms. Sherman 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.

The Board asked who the vendor Tech Soup is. They are a tech company that supports non-profits, charities, and libraries by providing access to discounts on software and hardware from major companies. The Library was able to get 19 software licenses for $741.00. These licenses would normally cost around $11,000.00. The Board discussed

whether the Library see any benefit from renewing the Peek-A-Book subscription annually. Peek-A-Book is a service that allows children to preview books, it does not give full stories. The Board wonders if the service is still used as much with all of the other technology offered today. In closing the Board decided that they will keep the service for 2020 and revisit its need when the renovation of the Children's Department takes place. The Board asked why there are two movie licensing fees annually. The Library maintains the two in order to have as much licensing coverage as possible.

PUBLIC COMMENTS:

Mr. Gaylord asked if there were any Public Comments. Mrs. Kelly reported that the Friends continue to be very busy with upcoming events. The Fireside Book Club held in January went well. The next one will be held on Monday, March, 2, 2020 at 7:00 p.m. in the Williamsburg Room. The book will be "The Nickel Boys" by Colson Whitehead. The moderator will be Sara Sherman. Truffles with Chocolate Works held in February was a great success. Eighteen people attended and a waitlist formed. The Friends will be looking into doing this again. Chocolate Works is a local business and The Friends want to support local businesses whenever possible. On Wednesday, March 18, 2020 Chocolate Works will be back for the children's program "Candy Sushi". This program was a big hit last year. Spring Museum Night will be held on Tuesday, March 31, 2020 starting at 7:00 p.m. in Meeting Room A. The lecture will be on the new MoMA and should be very interesting. The Friends Annual Book Sale will follow the same set up as last year. The Friends have signed the contract with the Paper Mill Playhouse for the Spring Gala. All of the insurance issues have been worked out. The Friends have agreed to pledge $30,000.00 in 2020 for the library's renovation. The Board said "bravo" and thanked and clapped after hearing about this very generous donation. The Board thanked the Friends for their report and continued support of the Library.

DIRECTOR'S REPORT

Mr. Banick reported on Finance. The Library continues to operate on a Temporary Budget. The Friends have pledged a $30,000.00 donation in 2020 for the library renovation. The company Tech Soup has saved the library money in licensing fees for 2020.

Mr. Banick reported on Personnel. With the most recent retirements now complete the library will begin to undergo some staff restructuring. Librarian 4 Sarah Pardi will oversee all Public Service staff. Librarian 3 Diane Bratton's retirement is effective February 29, 2020. Librarian 1 Jon Michaud will move from part-time to full-time. Advertising for a new part-time Librarian 1 is currently underway. The position will be

filled sometime in March 2020. During February a few staff members were out sick and one staff member was on leave due to a car accident.

Mr. Banick reported on Buildings & Grounds. The Library passed the Fire Reinspection and has been issued its certificate. The boiler was repaired and is in working order now. The library's plumber, carpenter, automatic door services company responded to service calls. The Automatic Door Company has recommended replacing the rear entrance doors soon.

Mr. Banick reported on Technology. The switch to New Horizon Communications is complete. ACOE is looking at new cabling options for the Library to enhance service. Depending on the costs this may be done as part of the renovation. The Board asked if the public has been informed yet of the new public computers and the scanning and print release stations. The changes are on the Library's website, but the Board would like to know if the changes have been fully publicized. Mr. Banick will check and report back at the March Board Meeting. Mrs. Kelly said that the Friends will start to get the word out as well.

Mr. Banick reported on Statistics. Visitation is up. Circulation is up. Reference remains down for 2020. Museum usage continues to remain strong.

Mr. Banick reported on Programming. Programming remains strong for the beginning of 2020. The Winter Reading Program saw 278 readers read just over 3,000 titles. Millburn has won a prize for its participation. When the prize is known Mr. Banick will let the Board know what it is.

Mr. Banick reported on BCCLS. BCCLS is beginning to look at and evaluate mandatory vs. a la cart services for all member libraries. Access to e-books has become increasingly more difficult. Metered access currently allows 26 uses for a title before it goes away from the catalogue and the member library needs to buy the license again or forgo the title. With 77-member libraries and only 26 uses the access to titles goes pretty quickly. Add to this fact that libraries no longer purchase from McMillan. The Board then held a discussion on e-books. Topics discussed included the expense for the services and should Millburn be paying for other member libraries to use titles that may not be available for its own patrons. BCCLS has an Electronic Resources Committee that will begin to take a look at the issue. The Board asked if any of the above has been looked at from a legal perspective. Mr. Banick does not know but will inquire and let the Board know at the March 2020 Board Meeting.

Mr. Banick reported on the State Library. Grant Applications will be accepted beginning on Monday, March 9, 2020 through 4:00 p.m. EDT on Monday, April 6, 2020. The State Annual Report which doubles as the Library's State Aid Application and must be postmarked no later than Sunday, March 15, 2020 is almost complete. The State Librarian will be retiring after eight years of service.

Mr. Banick reported on the Short Hills Garden Club. The club will be having their flower show here on Thursday, May 14, 2020 in meeting Room A. this is an all-day event. More information will be available as the date approaches.

COMMITTEE REPORTS:

The Building & Grounds Committee reported that the met and went over the grant proposal for the upcoming renovation. They agreed to write up two drafts. One draft will be for the Children's Department. The second will include the Circulation Desk area, lighting, the boiler, and meeting rooms. Mrs. Burstein said that the library is able to do up to 6 proposals and that they will have to be prioritized. The Board agreed. The Board also stated that before any proposals can be submitted the Library will need to be sure that all money for the renovation is in the bank and that the cash is on hand. Mrs. Eisner informed the Board that the architect is not currently charging the Library for his services regarding the renovation. The Board asked if he is a local resident. He is. The Board said it is very generous and nice of him. The Board then held a discussion on prioritizing ADA compliance with the renovation. They would like to see if ADA upgrades can be included.

OLD BUSINESS:

As of now the architect fees are pro bono. The Board asked about the designer fees. They are built into the cost of the furniture. The firm Creative Library Concepts is on State Contract. The Board asked if the designer is aware of the timeline the Library has for the renovation. They are concerned that furniture and fixtures are ordered in a timely manner. They will be made aware of the timeline when the renovation begins so that all materials are received in a timely manner.

NEW BUSINESS:

Mr. Banick passed out to the Board copies of BCCLS's schedule of small group meetings for Trustees.

The was no Executive Session.

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

The meeting adjourned at 8:15 p.m.

Respectfully Submitted,

Patricia Giambattista