MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING
February 25, 2019

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, February 25, 2019 at 7:30 p.m. at the Library. Present were: Mr. Gaylord, who presided, Mrs. Burstein, Mrs. Binder, Mrs. Ipp, Mrs. Kelly, Ms. Sherman and Mr. Banick. Mrs. Eisner was absent.

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

MINUTES:

Mr. Gaylord asked the Board to review the minutes. The following changes were noted. Change Mrs. Sherman to Ms. Sherman. Under Slate of Officer's for 2019 change Amp to Amy. Under Public Comments change fell to feel. Under New Business change Mr. Binder to Mrs. Binder.

Mr. Gaylord asked for a motion that the minutes of January 28, 2019 be accepted with the corrections as noted. Mrs. Burstein 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 #3896 - #3951 and payrolls as directed by the Township amounting to $184,415.64 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. Mrs. Sherman made a motion to approve the Bill Lists as submitted. The motion was seconded by Mrs. Burstein. All were in favor.

The Bill Lists were approved as presented.

The Board asked who the vendor AJ Celiano is. They are the Library's HVAC vendor. The Board asked what the various payments to the museums are for. They are renewals for passes for the year. The Board noted that the Museum Passes are very generously donated by the Friends of the Millburn Library. The Board asked why the Handwritten Bill List was larger than usual in February. This is because of the timing of the meeting in February. With the holiday the meeting fell late in the month, but the Library had to pay renewal obligations that came due. The Board asked who SWANK Movie License

is. This is the vendor the Library pays for movie copyright compliance. This payment allows the Library to show movies. Around 80% to 90% of mainstream movies are covered under this agreement and an agreement with Movie Licensing USA. Mrs. Binder asked if the Friends are covered under this agreement. Yes, they are.

PUBLIC COMMENTS:

Mr. Gaylord asked if there were any Public Comments. Mrs. Binder and Mrs. Kelly reported on behalf of the Friends. Mrs. Binder reported that the Fireside Book Club was moderated by Mrs. Kelly who did a fantastic job. The book was "Exit West" by Moshin Hamid. The program was held in the evening and was very well attended by a very diverse group of people. The next Book Discussion will be held on Monday, March 4, 2019 at 2:00 p.m. in the Williamsburg Room. The book will be "Saving Sophie" by Ronald Balson. Mrs. Binder said that the Friends are in need of a moderator and if anyone was interested or knew of someone to please let her know. Ms. Sherman said that she moderates for book clubs and would love to help at an evening event. Mrs. Binder said that the Friends would love to have her as a moderator in the future. The Friends Annual Book and Movie Night will be held on Monday, April 1, 2019 at 7:00p.m. in the Auditorium. The book and movie may change from "The Children Act" by, Ian McEwan to "The Hate U Give" by Angie Thomas. The change would allow the Friends to include young adults. Spring Museum Night will be on Tuesday, May 7, 2019 at 7 p.m. in the Auditorium. The program will be on "Renaissance Portraits" and the quest speaker will be Vivian Gordon. The Friends will be celebrating their 40th Anniversary this year. They are in the beginning stages of planning yearlong events and programs to commemorate this wonderful occasion. Mrs. Binder asked if the library has ever considered offering hearing devices to patrons who attend movie programming. It can be difficult to get everyone comfortable and happy during movie time. Mr. Banick stated that he looked into a hearing loop system in 2013. He said that he can revisit it and get updated pricing. Mrs. Binder requested that he do that and report back to the Friends and the Board. Mrs. Burstein asked Mrs. Binder to email her the Book and Film Night information and she will make an announcement at the next Township Committee Meeting. Mrs. Binder will do this. Mrs. Kelly reported that the Friends Annual Book Sale will be held in June this year. Donations will be accepted staring in May 2019. Mrs. Kelly will begin to get the word out and signage for the upcoming sale. The Board thanked Mrs. Binder and Mrs. Kelly for their reports and the Friends for their continued support of the Library.

DIRECTOR'S REPORT

The Library is operating under a Temporary Budget. The regular Operating Budget will be adopted after the Township adopts their budget for 2019. This is expected to happen in the Spring.

Mr. Banick reported on Personnel. Three retirements are still planned for 2019. Library Assistant Nina Lochkareva on October 1, 2019, Librarian Susan Pober on May 1, 2019, and Librarian Diane Bratton on October 1, 2019 (this date is still tentative). The two positions for the Part-Time Sunday Librarians have been advertised and interviews will be held soon. The new hire for the position that Librarian Susan Pober holds will be posted by The New Jersey Civil Service Commission on their Jobs Announcement Website. The Library has requested the Title of Librarian 4. This is an Open Competitive position within Civil Service. Civil Service will advertise the position and generate a Certified List of Eligible Applicants to the Library which is the Appointing Authority. The Library will then hire per Civil Service Regulations. Library Assistant Nina Lochkareva's position is Non-Competitive in Civil Service. The Library will be able to advertise and hire a qualified applicant once Mrs. Lochkareva is off the Township's Payroll. Mrs. Lochkareva's last day working will be Friday, March 29th. She will use accrued leave time balances and come off the payroll on September 30, 2019. In the interim her shift will be covered by part time personnel and ProLibra as warranted.

Mr. Banick reported on Buildings & Grounds. Maintenance was done on the boiler and a defective pump was repaired. Carbon Monoxide detectors were installed in the boiler room per the Millburn Fire Inspector. The Library passed on reinspection and its certificate of compliance was issued.

Mr. Banick reported on Statistics. Visitation is up 10% for the month January 2019. Circulation is up over 10%. Reference remains positive. There were 39 Museum Passes used last month. There were 24 programs with 550 attendees last month.

Mr. Banick reported on Essex County Library News. Millburn re-entered ReBL in February 2019. The Library will announce the re-entry in its March 2019 Newsletter and is currently promoting the re-entry with bookmarks available to patrons.

Mr. Banick reported on BCCLS. Mr. Banick is a member of the BCCLS Strategic Planning Committee for 2019. The Committee hopes to have its plan ready by the Summer of 2019. The new BCCLS Director would like to adopt the plan in time to formulate it into his Budget for 2020.

Mr. Banick reported on the State Library. There is still no formal news on the New Jersey State Library Construction Bond Act that was approved by voters on November 7, 2017. Many different State Offices are involved in the process of when applications will be accepted, who will be eligible to apply, and when any decisions will be made as to monetary awards for the grant money. All of the different Offices will need to come to an agreement on the regulations and terms before they can move forward. Local Libraries are hoping to hear something by Spring of 2019. The Board then held a discussion on how much longer they should wait before beginning the renovation project. It was decided that since the grant money would be a dollar for dollar match it is in Millburn's best interest to apply for grant money and see if they are awarded any.

Mr. Banick reported on LibraryLink NJ. Their Executive Board voted in February 2019 to fund services and stay open until June of 2020.

Mr. Banick informed the Board members that there will be a BCCLS Advocacy Program on Friday, March 15, 2019. Any Board member interested in attending can please let Mr. Banick know or they are welcome to sign up on their own.

COMMITTEE REPORTS:

The Strategic Planning Committee gave their report. The Committee was unable to meet last month due to inclement weather. They plan to meet in the near future and begin gathering information town wide with a survey. Once all of the information is gathered and gone through the new Strategic Plan will be formulated.

The Buildings and Grounds Committee reported on the renovation. Construction costs have been revised from $347,000.00 to $537,000.00. The increase is due to the expanded renovation work that will take place. The Master Plan is still being put together by the architect. The Circulation Desk plan has be given back to Creative Library Concepts with the changes that were made. The Library is waiting on updated plans. The Board then discussed some new figures for the renovation. The book move will cost $14,830.00 and IT costs come in at $50,000.00. Looking over the new plans the new cost estimate is $1,032,968.00 plus the cost of the new Circulation Desk. The Board asked Mr. Banick if he had a figure for the new desk. He does not. The Board then held a discussion regarding the gallery space on the first floor. They would like to see the space better utilized with a new wall, hanging system for displays and new tables and chairs. The Board would also like the renovation to address the sound issues in the Library. In closing the Board agreed that all of the renovation plans are contingent on getting some of the State grant money. It is not feasible to do without this funding. If Millburn receives no grant money then they will have to wait and fundraise in order to proceed.

OLD BUSINESS:

Mr. Gaylord introduced and requested a motion for the Resolution to Reserve Funds for Capital Improvements in the amount of $400,000.00. Mrs. Burstein so moved. Mrs. Kelly seconded. All were in favor. Mrs. Ipp signed the Resolution and dated it February 25, 2019.

Mr. Gaylord asked that the plaque for Mr. Freedman be read into the minutes. Mr. Banick read it into the minutes. The Board stated that it was very nice.

NEW BUSINESS:

There was no New Business.

The Board went into into Executive Session at 8:25 p.m. to discuss personnel matters.

The Board came back into Regular Session at 8:30 p.m.

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

The meeting adjourned at 8:31 p.m.

Respectfully Submitted,

Patricia Giambattista