MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING

February 26, 2024

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday February 26th 2024 at 7:30 p.m. Present were: Ms. Sherman, who presided, Mrs. Eisner, Mrs. Binder, Mrs. Kelly, Ms. Chenofsky Singer, Mr. Cohen, Ms. Panarelli and Mr. Banick.

Ms. Sherman opened the meeting and read the Sunshine Law Announcement.

Mr. Banick presided over the Oath of Office for Ms. Panarelli who was appointed to the Library Board of Trustees. The Board congratulated Ms. Panarelli on her appointment. Ms. Panarelli thanked the Board.

MINUTES:

Ms. Sherman asked the Board to review the minutes.

Ms. Sherman asked for a motion to accept the minutes of January 22nd 2024 as submitted. Mr. Cohen so moved. Ms. Chenofsky Singer seconded. All were in favor.

FINANCIAL REPORT:

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

Vouchers #6648 - #6714 and payrolls as directed by the Township amounting to $219,782.77 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 February be approved. Mr. Cohen made a motion to approve the Bill Lists as submitted. The motion was seconded by Ms. Chenofsky Singer. All were in favor.

The Bill Lists were approved as presented.

The Board asked why there are more Handwritten Checks on the Bill List for February. Many service contracts were due at the start of the year.

The Board asked who are the vendors Motion Picture Licensing Corporation and SWANK Movie Licensing USA. They provide public performance licensing to public libraries.

The Board asked who is the vendor Township of Millburn. These are payrolls.

The Board asked who is the vendor Miller & Chitty Co. Inc. They provide service for the boiler. The $5,450.00 payment is the service contract for 2024.

The Board asked why there were so many proper names on the February 2024 Handwritten Bill List. They are vendors for programs.

The Board asked why the BCCLS line item in the budget is already 1/3 spent. This is because the first quarterly payment and the foreign language payment were paid on the February Bill List in the amount of $23,922.52.

The Board asked who is the vendor Innovative Document Imaging LLC. Their service is for the digital conversion of the local newspaper, The Item of Millburn Short Hills.

The Board asked if the Librarians use a rubric or a schedule to decide on how they book programs. Looking at the Bill List makes it hard to decipher how they plan. They do not use a rubric or a schedule. They typically look at demand and the nature of the program.

The Board asked who is the vendor PBC Guru. The Friends have sponsored this service. It is a digital solutions provider that brings online book club programs to libraries.

PUBLIC COMMENTS:

Ms. Sherman asked if there were any Public Comments. Mrs. Kelly reported for the Friends.

Lori King is the Friends new Treasurer.

The Friends will sponsor Makers Day with a $1,000.00 donation.

The next book discussion will be held on Monday March 4th. The book is "Remarkably Bright Creatures" by Shelby Van Pelt. The moderator will be Millburn Librarian Marilyn Petrokubi.

The program sponsored by the Friends, "Flower Bouquet Cupcake Decorating with Sweet Samantha," was fully booked.

The program sponsored by the Friends, "Celtic Harp On A Winter's Day," with local harpist Odarka Polanskyj Stockert had sixty people attend.

The garden will be refreshed in late March for the Spring.

Book donations will begin on Monday April 8th for the Friends Annual Book Sale.

Ms. Sherman thanked Mrs. Kelly for her report.

DIRECTOR'S REPORT

Mr. Banick reported on Buildings and Grounds. The Buildings and Grounds Sub-Committee met. More detail will follow in the Committee Reports section of the minutes.

Mr. Banick reported on Personnel. The Full-Time and Part-Time Librarian positions were readvertised. A better response was seen this time. Interviews are currently taking place. The positions should be filled by April. Part-Time Library Assistant Fiona Mulvey completed her ninety-day probation period under Civil Service regulations. Part-Time Custodian Jude Mathieu is retiring April 1st. Part-Time Library Assistant Rachel Podhoretz is out on sick leave.

Mr. Banick reported on Finance. The Township of Millburn's equalized valuation for 2024 was revised. The Library's 1/3 MIL was decreased. The budget will be adjusted to reflect the change.

Mr. Banick reported on Statistics. January is off to a good start.

Mr. Banick informed the Board that the State Report, which doubles as the Library's State Aid Application for 2024, will be filed on time.

Mr. Banick reported on the Winter Reading Program. 33% more people participated and there was a 40% increase in reading over 2023.

Mr. Banick reported that a Volunteer Appreciation Luncheon was held in January.

Mr. Banick reported that the Historical Society did a nice job on the gallery display for February.

Mr. Banick informed the Board that the Annual Report for 2023 is included in their packets for their review.

Mr. Banick informed the Board that BCCLS will be holding a fundraising on April 10th at the Woman's Club in Paramus.

Ms. Sherman thanked Mr. Banick for his report.

COMMITTEE REPORTS:

The Building and Grounds Committee met in January. The second-floor renovations were discussed. Everything is still in the planning phase. Topics included:

- Restrooms entrances moved to hallway
- First-floor operations remaining open
- Plumbing work being done after hours and overnight to keep the Library open
- Roof - no major issues at present
- Look at maintenance work or replacement of roof in the future
- Funding for the roof - look at Capital Request from the Township

Mr. Banick reported on the Elevator. The Library is waiting for Jersey Elevator to submit their information. OTIS Elevator, Schindler Elevator and Jersey Elevator's proposals will be reviewed and a recommendation made to the Board.

Mr. Banick reported that he included in the Boards Packet the report the Fundraising and Naming Opportunity Committee requested.

OLD BUSINESS:

There was no Old Business.

NEW BUSINESS:

Mrs. Eisner informed the Board that she will be absent from the March 18th Board Meeting.

There was no Executive Session.

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. Eisner seconded. All were in favor.

The meeting adjourned at 8:10 p.m.

Respectfully Submitted,

Patricia Giambattista