MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING

February 28, 2022

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, February 28, 2022 at 7:30 p.m. via Zoom. Present were: Mrs. Binder, who presided, Mrs. Eisner, Mrs. Ipp, Mrs. Kelly, Ms. Sherman, Ms. Chenofsky Singer, Mrs. Miggins and Mr. Banick.

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

COMMITTEE ASSISNMENTS:

Mrs. Binder discussed Committee Assignments for 2022. They are as follows:

Buildings & Grounds:	Ms. Chenofsky Singer, Mrs. Kelly, Mrs. Eisner
Finance:	Mrs. Binder, Mrs. Miggins, Mrs. Eisner
Fundraising & Naming Opportunity:	Mrs. Binder, Ms. Sherman, Mrs. Ipp
Personnel:	Mrs. Binder, Mrs. Kelly, Ms. Chenofsky Singer
Policy:	Mrs. Eisner, Mrs. Binder, Ms. Chenofsky Singer
Strategic Planning:	Ms. Sherman, Mrs. Eisner, Mrs. Ipp
Labor Negotiations:	Ms. Sherman, Mrs. Eisner, Mrs. Miggins

MINUTES:

Mrs. Binder asked the Board to review the minutes.

Mrs. Binder asked for a motion to accept the minutes of January 24, 2022 as submitted. Mrs. Eisner so moved. Ms. Sherman seconded. All were in favor.

FINANCIAL REPORT:

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

Vouchers #5449 - #5526 and payrolls as directed by the Township amounting to $575,034.81 and charged to the Library's appropriation were approved for payment or ratified for payment.

Mrs. Binder asked for a motion that the Bill Lists for January be approved. Mrs. Miggins 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.

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 February 7, 2022 Fireside Book Club program. The book was "We Begin at the End" by Chris Whitaker. There was a nice showing for the evening. Millburn Librarian Jon Michaud did an excellent job as moderator. The next Fireside Book Club is scheduled for 7:00 p.m. on March 7th. The book will be "Kent State" by Derf Backderf. Millburn Library Assistant Insha Fitzpatrick will be the moderator. Mrs. Binder said to please register for the program on the Library website in order to get the Zoom link. Books and eBooks for the program are on reserve and may be picked up at the Annie Sez site. Mrs. Binder closed by encouraging everyone to tell their friends about the program.

Mrs. Kelly reported on the Spring Programs. On Wednesday, March 16th via zoom there will be a "Children's Craft Class." On Tuesday, April 19th the program via Zoom will be "Create a Monarch Way Station in your own Backyard." The presenter will be Rene Linden-Paparian of the Millburn Township Green Team. Museum Night may be able to be held this May. The Annual Book Sale will be held in June. Sale Preview Night will be on Thursday, June 2nd. The sale will be held on Saturday, June 4th and Sunday, June 5th in Meeting Room A at 200 Glen Avenue. Mrs. Miggins asked where the donations can be dropped off. They will be taken in at 200 Glen Avenue. Chess classes are back in person beginning on Saturday, February 5th at the Annie Sez site. The Chess Tournament date is still to be determined.

Mrs. Kelly reported on Memberships. The Friends still have a way to go and are actively working on outreach to previous members whose letters for 2022 may have been lost with the mail forwarding situation.

Mrs. Kelly reported on the Founders Program. The Program is complete. The Friends are finalizing the plaque. There is no date for installation as of today. Mrs. Binder thanked Mrs. Kelly for her report.

DIRECTOR'S REPORT

Mr. Banick reported on the Renovation. The renovation is ongoing. The general contractor has completed his work on schedule. Delays are due to shipment and

installation of flooring and furniture. Some flooring installation may begin in the first few weeks of March. Shelving installation should begin Mid-March. The lease at the Annie Sez site has been extended to March 31, 2022. The property owner is willing to extend through to April 2022 if needed. Mr. Banick contacted a moving company for the move back to 200 Glen Avenue. The company is on State Contract. He will send the Board the proposal to review.

Mr. Banick reported on Library Services. Beginning Monday, March 7, 2022 the Library will return to four nights of operation per week. The hours will be Monday through Thursday 10:00 a.m. – 7:45 p.m. Friday and Saturday 10:00 a.m. – 5:00 p.m. Sunday 1:00 p.m. – 4:45 p.m. Mrs. Miggins will report the new schedule at the next Township Committee Meeting.

Mr. Banick reported on Finance. The Library is off to a good start for 2022 and will continue to work off the Temporary Budget. It will adopt its official budget after the Township adopts their Budget for 2022.

Mr. Banick reported on Personnel. Part-time Librarian Nicholas Consales began work on Sunday, February 27, 2022. Part-time Libray Assistant Tracy Dante will begin work on Monday, March 7, 2022. Part-time Library Assistant Mei Mei Chan will begin work on Thursday, March 10, 2022. The other Part-time Library Assistant will be put on hold. The Library will reassess the position when services return to 200 Glen Avenue. ProLibra's substitute services will be used in the interim if needed. The Part-time Librarian position will be re-advertised. The hope is to fill the position by late March or early April. The Library's contract with CWA Local #1031 continues in status quo. The union has made no outreach to the Library to begin negotiations. The Library is under no obligation to wait. The Township's labor attorney can reach out to get things started.

Mr. Banick reported on Statistics. January 2022 numbers suffered. The hope is that things will improve once the Library returns to 200 Glen Avenue.

Mr. Banick reported on Programming. Programming continues to be strong. In-person programming is beginning to resume.

Mr. Banick reported on State Aid. The State Aid Application which doubles as the State Report will meet the March 15, 2022 deadline for filing.

The Board congratulated Millburn Librarian Jon Michaud on his 2022 Individual Artist Fellowship Award for Prose. The Friends have already invited Mr. Michaud to present his second book at their Fireside Book Club. They would also love him to have a book signing as well.

Mrs. Binder thanked Mr. Banick for his report.

COMMITTEE REPORTS:

There were no Committee Reports.

OLD BUSINESS:

There was no Old Business.

NEW BUSINESS:

The Board unanimously agreed to move the May 2022 Library Board of Trustees meeting from Monday, May 16, 2022 to Monday, May 23, 2022. The Board congratulated Mr. Banick and wished him well on his upcoming nuptials. Mr. Banick thanked the Board for their well wishes.

There was no Executive Session.

Mrs. Miggins informed the Board that the Township will be following the state guidelines on masks. Beginning Monday, March 7, 2022 masks will no longer be required in any public buildings. This includes the Library. The Board agreed that their monthly meetings will resume in-person once the Library reopens at 200 Glen Avenue.

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

The meeting adjourned at 8:13 p.m.

Respectfully Submitted,

Patricia Giambattista