MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING

March 15, 2021

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, March 15, 2021 at 7:30 p.m. via Zoom. Present were: Mrs. Binder, who presided, Mrs. Eisner, Mrs. Ipp, Mrs. Kelly, Ms. Sherman, Mrs. Miggins, Ms. Chenofsky Singer and Mr. Banick.

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

MINUTES:

Mrs. Binder asked the Board to review the minutes.

Mrs. Binder asked for a motion to accept the minutes of February 22, 2021 as submitted. Mrs. Eisner so moved. Mrs. Ipp seconded. All were in favor.

FINANCIAL REPORT:

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

There was a QuickBooks error on the Regular Check Register for March 15, 2021. Checks #5000 - #5006 were repeated on the list and tallied twice. The correct amount of the Regular Bill List for March 15, 2021 is $24,681.64. The Handwritten Bill List is correct at $126,281.64. The total for the two Bill Lists is $151,028.60.

Vouchers #4973 - #5006 and payrolls as directed by the Township amounting to $151,028.60 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. Kelly 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 Fireside Book Club. The discussion was held on March 1, 2021 at 7:00 p.m. via Zoom. Twelve people attended. The book was be "Beyond the Ghetto Gates". The moderator for the evening was author Michelle Cameron who did a fantastic job. On Monday, April 5, 2021 at 7:00 p.m. via Zoom the book will be "Hamnet: A Novel of the Plaque" by Maggie O'Farrell. The moderator for the evening will be Library Trustee member Sara Sherman. Monday, May 3, 2021 at 7:00 p.m. via Zoom the book will be "This Is How it Always Is" by Laurie Frankel. Library Trustee member Dorothy Kelly will be the moderator. All books are on reserve at the Reference Desk. Mrs. Binder said to "please join us", and to pass the word along to friends. The discussion groups are always very interesting.

Mrs. Kelly reported on Programs. On Friday, February 26, 2021 "Carla Ulbrich Live in Concert via Zoom" was held. There were 60 attendees. On Saturday, March 6, 2021 the Online – Silly Story Telling Program for children had 12 attendees. The March 15th Cooking Program saw 20 attendees. Mrs. Kelly said that the programs attendance day of is around half of those who register. On Tuesday, April 6, 2021 at 7:00 p.m. via Zoom "The History of Greenwood Gardens" presented by Greenwood Gardens Executive Director Abby O'Neill will be held. On Wednesday, April 28, 2021 at 7:00 p.m. via Zoom "Butter, Infused Oil and Syrups" will be held. Stephanie Murphy of Greenwood Gardens will be the presenter. The Member-Merchant Initiative is going very well. The Friends are looking to add more businesses in the coming months.

The Friends will be looking at and redoing their by-laws. They have not been updated in a while.

The Little Free Libraries continue to do very well. People seem happy and the books are turning over quickly. When the Municipal Pool reopens for 2021 Mrs. Kelly may place one there as well for the season. Mrs. Miggins said that Mrs. Kelly does a great job with the little libraries. They always have great themes. Mrs. Binder added that Mrs. Kelly is truly a one woman show regarding the little libraries and that they are very time consuming and what a great job Mrs. Kelly does with them. The Board as a whole said "Thank you Dorothy".

DIRECTOR'S REPORT

Mr. Banick reported on the Pandemic Response. The Library reactivated Public Computers on March 15th. Patrons may now borrow the BCCLS limit of 50 items. Notary Service and other patron services are currently being looked at to start up again in March. The Board will receive a report on the progress to reopen services shortly.

Mr. Banick reported on Finance. The Library received two checks from BCCLS. The first was a reimbursement check on Wednesday, February 17, 2021 in the amount of $2,605.19. BCCLS received a PPP Loan that was converted to a grant. The amount is Millburn's share. The second received on Thursday, February 25, 2021 in the amount of $797.07. This is the library's 2020 4th Quarter Share for credit card service.

Mr. Banick reported on Personnel. Librarian Barbara Simmonds retired effective, March 1, 2021. The staff had a very nice socially distanced luncheon to wish her well. Matthew Spitzer, Librarian 1 began work on Monday, March 1, 2021. The CWA Local #1031 members will be voting this week on the contract extension for 2021 with a 2% salary increase. Once signed, raises and retro checks back to January 1, 2021 can be processed in April.

Mr. Banick reported on Buildings & Grounds. The gallery space was painted. The hanging system for artwork in the gallery space on the first floor was installed on Friday, March 12th.

Mr. Banick reported on Technology. A glitch in the network was fixed by HBK IT at the start of March. The display screen at the Circulation Desk is back on-line. The Library is looking at installing a cloud-based phone system. A decision on the installation will be made soon.

Mr. Banick reported on Statistics. The Library has been opened now for eight full months. Print and electronic circulations are doing well. The numbers are down from last year at this time. However, February 2020 was unusually high.

Mr. Banick reported on Programming. All programming for 2021 remains on-line. The online programs remain strong. The Library may look at conducting outdoor in person programming in the coming months. One program being looked at for outdoor in person is Children's Story Times.

Mr. Banick reported on the Upcoming Elections. The Library is a voting site for Primary and General Elections for residents. The County Clerk and Township Clerk will be coming out to inspect the site to see if the June 2021 Primary and November 2021 General Election voting will be held on site.

Mr. Banick reported on Museum Passes. Some Museum are on-line while some still remain closed. The Library is looking at adding to its memberships. Greenwood Gardens is keeping its membership with the Library on hold for now. The Friends

support for the Museum Pass Program is now in its 5th year. Mr. Banick thanked the Friends for their continued support of this great service to the patrons of the Millburn Library.

Mr. Banick reported on the State Library. Jennifer Nelson was chosen as the new state librarian for the New Jersey State Library. She started in her new position on February 1, 2021. Ms. Nelson held a listening session for Library Director's. One topic that many Directors brought up and were critical of was the process used for applying for grant money from The New Jersey Library Construction Bond Act. Many felt the process was secretive and that the State Library was not helpful in directing applicants through the process. They also felt that the fact that there were up to 8 or 9 major political offices involved in the decision process lent itself to being overly political. Another criticism was that when a library put in an OPRA request to see why their applications were rejected parts of the answers were redacted so that you could not see any names associated with the decision process. The Board found this fact unsettling seeing how the Bond Act was voted "yes" by the public. The Board also feels that for Millburn to receive no grant money and to only be able to find out why after the grant awards were made is irregular. Governor Murphy announced on March 15th that round two of grant solicitations allocating the remaining $37.5 million will launch soon. Interested libraries have until Friday, June 4th at 4:00 p.m. to submit their applications. Millburn will submit an application for $150,000.00 to replace the existing boiler.

Mr. Banick reported on the Institute of Museum and Library Services. The IMLS will receive $200 million in funding from the American Recue Plan Act of 2021. The New Jersey State Library is looking for input as to how to use the funding they will receive. The Board feels that needs will vary across the state and that individual townships should decide.

Mr. Banick reported on LibraryLinkNJ. They are in the process of conducting a search for a new Executive Director.

COMMITTEE REPORTS:

Mrs. Eisner reported that the By-Laws Committee met the week of March 8th. The by-laws are outdated by about 20 years and need updating. The Committee thoroughly looked over everything and will make the appropriate changes and updates. A draft copy will be available at the April 19th Board Meeting for the Trustees' review.

Mr. Banick reported that the Policy Committee met since the last Board Meeting. There is no formal policy governing social media in the library. The Committee looked at other libraries and contacted the State Library for input. A draft of a new Social Media Policy will be available at the April 19th Board Meeting for the Trustees' review. The Board asked if the Library had any issues regarding the recent Dr. Seuss books that were canceled from further publication. The Library has not. The books have been checked

out to Millburn. They will be held in Millburn's collection off the general shelves. If a patron wishes to check them out they may. The Millburn Library has always been a place that does not censor. There is a policy in place that is followed if a patron has an issue with any materials. The Board however does not recall a time when they have had any legal issues come up regarding banned books. Mrs. Ipp, who is the Millburn Middle School Librarian, said that she has placed a printed article regarding the publications in the book packet. She has also left a signed and dated note from herself for whoever her successor may be so that they may fully understand her decision to keep the materials in the school's collection.

OLD BUSINESS:

There was no Old Business.

NEW BUSINESS:

Library Assistant Diane McKenna will be retiring effective Thursday, April 1, 2021. Mr. Banick will be giving some thought to a replacement for her. Adjustments may be made to the tasks performed to meet the current needs of the Library.

The Library would like to start a TikTok social media account. The Board held a discussion on the matter. They feel that it is a positive way to promote the Library to the tween population of the Township. They feel that the Library's firewalls are in place and able to handle any issues that may arise. They approved the starting of an account in March 2021 and will revisit the issue to see how everything is going at the April 19th Board Meeting.

National Library Week begins on Sunday, April 4, 2021 until Saturday April 10, 2021. Mr. Banick asked the Board for permission to have a delayed opening on the 7th or 8th of the week in order to have in service training along with a staff appreciation event. The Board unanimously agreed. Mr. Banick thanked the Board for their continued support and relayed that the staff thanks them as well.

Mrs. Binder remarked on the Amazon article the Ms. Sherman sent to the Board. Amazon is requiring that all new books for retail sale have an International Standard Book Number or ISBN. The number will be needed for all formats including ebooks. This means that some books may not be released to libraries. The Board is not sure at this point what they will be able to do regarding this issue.

There was no Executive Session.

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. Eisner "so moved". Ms. Chenofsky Singer seconded. All were in favor.

The meeting adjourned at 9:05 p.m.

Respectfully Submitted,

Patricia Giambattista