MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING
March 18, 2019

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, March 18, 2019 at 7:30 p.m. at the Library. Present were: Mr. Gaylord, who presided, Mrs. Eisner, Mrs. Burstein, Mrs. Binder, Mrs. Ipp, Mrs. Kelly, Ms. Sherman and Mr. Banick.

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

Mr. Gaylord welcomed Past-President Mr. Freedman to the meeting. Mr. Gaylord presented Mr. Freedman with a plaque recognizing his many years of service to the Library Board of Trustees. The Board thanked Mr. Freedman for his many years of service. Mr. Freedman thanked the Board for the recognition and their kind words.

MINUTES:

Mr. Gaylord asked the Board to review the minutes. The following changes were noted. Under Financial Report, paragraph 3 change Mr. Sherman to Ms. Sherman. Under Financial Reports, paragraph 5 change of to if. Under Committee Reports, paragraph one, change gather to gathered. Under Old Business, paragraph one, change to introduced and requested.

Mr. Gaylord asked for a motion that the minutes of February 25, 2019 be accepted with the corrections as noted. Mrs. Binder so moved. Mrs. Eisner seconded. All were in favor.

FINANCIAL REPORT:

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

Vouchers #3952 - #3988 and payrolls as directed by the Township amounting to $174,080.82 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. Burstein made a motion to approve the Bill Lists as submitted. The motion was seconded by Mrs. Binder. All were in favor.

The Bill Lists were approved as presented.

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 discussed the book "Saving Sophie" by Ronald Balson. Barbara Paterson of the Caldwell Public Library presided. Mrs. Binder said that the Friends were in need of a moderator and thanked Mr. Banick for his help with finding Ms. Paterson. Mrs. Binder went on to say that the book discussions this year are going very well. They are getting nice, diverse groups of people from varying communities. 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 will be "The Children Act" by, Ian McEwan. The moderator for the evening will be Laura Winters. Ms. Winters is a professor at Saint Elizabeth's and Drew University. 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 guest speaker will be Vivian Gordon. The Friends 40th Anniversary celebration plans are ongoing. The Friends are looking at yearlong events and programs for all age groups to commemorate the occasion. Mrs. Kelly reported that she is working on the flyer to promote the upcoming sensory friendly film programming for people with special needs. The movie will be on Sunday, April 7, 2019 at 2:00 p.m. in Meeting Room A. Meeting Room B will be available as a quiet space with activities to do for attendees that may need to take a break from the movie. During the showing lights will be dimmed and the volume modulated. Attendees will be welcome to move around and are not required to remain silent. All movements and noise are ok. The Friends wish to make a very inclusive environment for all who attend. Mrs. Kelly will be reaching out to friends she has within the special needs community and the local schools to help her distribute the flyers and get the word out about this wonderful upcoming program. Mrs. Eisner suggested that Mrs. Kelly send it to representatives in Essex County as well. Mrs. Ipp suggested that the flyer and an announcement go out with the Friday Millburn email to parents and guardians. Mrs. Kelly will do both. In closing Mrs. Kelly said that the program will not go above 40 attendees. Any more participants would defeat the purpose of the program. The program will also require parents or guardians to stay. Mrs. Kelly is hoping that Millburn gets a reputation for great programming. The Board thinks the program is wonderful and thanked Mrs. Kelly for all of her hard work. In closing Mrs. Kelly reported that the Friends will be co-sponsoring programming beyond the Summer Reading Program with the Library this summer. It will be a Summer of Sciences. It will include topics such as chemistry and physics. Mrs. Binder and Mrs. Kelly stated that they will keep the Board updated as all of the new programming and events begin to come together. 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 continues to operate under a Temporary Budget. The regular Operating Budget will be adopted after the Township adopts their budget for 2019. Revenues and Expenses are in line for this point of the year. The BCCLS bill is now paid quarterly and appears on this month's Bill List.

Mr. Banick reported on Personnel. Three retirements are still planned for 2019. Library Assistant Nina Lochkareva on October 1, 2019. Mrs. Lochkareva's last day working will be Friday, March 29, 2019. Librarian Susan Pober on May 1, 2019. Mrs. Pober's last day working will be Thursday, April 18, 2019. Librarian Diane Bratton on October 1, 2019 (this date is still tentative). The new hire for the position that Librarian Susan Pober holds has been posted by The New Jersey Civil Service Commission on their Jobs Announcement Website. Civil Service will generate a Certified List of Eligible Applicants to the Library which is the Appointing Authority. The Library will then hire per Civil Service Regulations. The two part-time Sunday Librarians have been hired. Librarian Shea Williams and Librarian Lisa O'Shaughnessy. They will begin work at the end of March 2019.

Mr. Banick reported on Buildings & Grounds. There were no issues with the facility in the past month. A Boy Scout from one of the Township's local troops has requested to work on the gardens surrounding the Library for one of their badge projects. The Library has cleared this with the Township and DPW. The work will be done by the Scout in April. The Board thinks that is a great project.

Mr. Banick reported on Statistics. Visitation is up 5% YTD. Circulation is up 7% YTD. Reference is down 1% YTD. Museum Passes remain strong and are up 39% YTD. There were 33 programs with just over 1,000 attendees last month. 8 teens did 19 hours of volunteer work.

Mr. Banick reported on Essex County Library News. Millburn is now an active member of ReBL. The Library had 3 patrons borrow 12 items in February. These numbers should begin to increase once the news begins to get out regarding Millburn's re-entry into the system.

Mr. Banick reported on BCCLS. BCCLS has moved their headquarters from Hackensack, NJ to Fair Lawn, NJ. This is still in Bergen County. Delivery service is beginning to get off the ground. A Delivery Supervisor has been hired and is getting things up and running. The BCCLS Strategic Planning Committee had their first meeting and are beginning to formulate plans. The System Council Meeting will be held on Thursday, March 14, 2019. The Trustees Advocacy Event was held on Friday, March 15, 2019. Many useful tips were gained from the meeting. The next program will be held at the end of April 2019.

Mr. Banick reported on the State Library. Millburn's application for State Aid for 2019 was submitted with the State Report. The Yearly Report doubles as the Library's State Aid Application. There is still no news on the New Jersey State Library Construction Bond Act that was approved by voters on November 7, 2017. Meetings took place at the end of February 2019 and the State is said to be closer to publishing regulations regarding Construction Bond. Once these regulations are in place Libraries will be able to apply. Millburn stands ready to submit their application. The Board advised Mr. Banick to stay on top of the submission process.

Mr. Banick reported that March is Brain Injury Awareness Month. The Opportunity Project, which is located in Millburn, will have a table out in the lobby with information available to patrons. Members will also be on hand throughout the month to meet with the public. The Library has a great relationship with the Opportunity Project year round. Volunteers are on hand monthly to help with shelving tasks. The Board stated that this is a great partnership.

Mr. Banick went over the per Capita State Aid flyer included in the Board's packet. State Aid was decreased around 10 years ago and has remained flat ever since. Millburn received $8,800.00 in 2018. If that was in today's dollars it would be around $25,000.00. The Board then held a discussion on reaching out to NJ Legislatures to support increasing the aid amount. Mrs. Burstein said that she has reached out to the Township Committee asking them to draw up and support a Resolution at the first Township Committee Meeting in April to support increased funding for the State Per Capita Aid Program. The Township Committee will do this on Tuesday, April 2, 2019. Mrs. Burstein said that the Trustees will then be able to send a copy of the Resolution to the State Legislatures. The Board unanimously agreed that this was a great idea and thanked Mrs. Burstein for all of her support and help.

COMMITTEE REPORTS:

The Strategic Planning Committee gave their report. The Committee met and reviewed the old plan. They discussed what worked, what did not, and what will need to be improved upon. The Committee still needs to set up meetings with the staff and public for input. The Committee would like to conduct a survey to gather more information and ideas. The timeline set is as follows. Collect the information in the Spring. Have a draft ready sometime in July. Adopt the new plan in September. The Board asked if the plan would be for three years. It will. The Board asked if they would see a copy of the draft plan before it is finalized. Yes, they will.

The Buildings and Grounds Committee reported on the renovation. The Committee continues to wait on Trenton.

The Personnel Committee gave their report. The Civil Service Job Announcement for Librarian 4 is currently active. A Certified List from Civil Service will not be available

by May 1, 2019. Mr. Banick will cover the departments in the meantime. The Board would like a formal statement for the minutes after Mrs. Lochkavera and Mrs. Pober retire recognizing them and thanking them for their many year of service to the Millburn Public Library. The two new Sunday part-time Librarians will begin work at the end of March 2019. Mrs. Eisner informed the Board that BCCLS has a very helpful service you can sign up for that will keep you informed of everything going on in the system. She recommended looking into it if interested.

OLD BUSINESS:

The Board asked for an update on the hearing devices to assist hearing impaired patrons who attend movie programs. Mr. Banick reported that he has received two proposals from Office Business Systems. One is for a portable system that a user would borrow. It would work off the current AV System in Meeting Room A. Four wireless devices and equipment needed would cost $3,200.00. The second proposal has not been received. It will come from Hearing Loop. This system is hard wired into Meeting Room A and would work with a patron's hearing aids or cochlear implants. It would be ADA complaint, discreet, and sanitary. Installed it would cost around $9,000.00. The Board then held a discussion on the subject. The Board feels that what they are looking for is just some much needed amplification during the movies for certain patrons. Mrs. Kelly and Mrs. Ipp informed the Board of a new device in the Millburn Schools classrooms that the teachers are using to great success that everyone seems to benefit from. In closing the Board wants Mr. Banick to get an independent consultant who is a specialist in this area to make recommendations on how to proceed. Mrs. Eisner is familiar in the area and will forward some names to Mr. Banick to contact. The Board thinks that this is a good idea and instructed Mr. Banick to report back with an update.

NEW BUSINESS:

The BCCLS Strategic Plan Survey will be out shortly as well as a survey for Trustees. Please keep an eye out for them.

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

The meeting adjourned at 8:16 p.m.

Respectfully Submitted,

Patricia Giambattista