MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING

March 18, 2024

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday March 18th 2024 at 7:30 p.m. Present were: Ms. Sherman, who presided, Mrs. Binder, Mrs. Kelly, Ms. Chenofsky Singer, Mr. Cohen, Ms. Panarelli and Mr. Banick. Mrs. Eisner was absent.

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

MINUTES:

Ms. Sherman asked the Board to review the minutes.

Ms. Sherman asked for a motion to accept the minutes of February 26th 2024 as submitted. Ms. Chenofsky Singer so moved. Mrs. Kelly seconded. All were in favor.

FINANCIAL REPORT:

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

Vouchers #6715 - #6761 and payrolls as directed by the Township amounting to $392,866.38 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 March be approved. Mrs. Kelly 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.

The Board asked who is the vendor LMxAC. They provide online automation services.

The Board asked who is the vendor Weiner Law Group LLC. Are they on retainer? They are not. The Library pays when any services are needed and rendered.

The Board asked who is the vendor Sentrum Marketing, LLC. They provide books for the Library's world language collection.

The Board asked if the JoAnn Craft Stores bankruptcy filing will affect services to the Library. It will not affect the online services that the Library uses.

PUBLIC COMMENTS:

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

The next book discussion will be held on Monday April 1st. The book is "How Can I Help You" by Laura Sims. The moderator will be Millburn Librarian Jon Michaud.

The Friends sponsored Makers Day. Mrs. Kelly thanked the teen volunteers and staff for helping to make the day a success.

The Friends are sponsoring the program "Spring Reptiles" on Saturday March 23rd.

The garden will be refreshed during the week of March 25th.

The Friends Annual Book Sale banner will be installed on the bridge by the Middle School on Monday April 1st.

Ms. Sherman thanked Mrs. Kelly for her report.

DIRECTOR'S REPORT

Mr. Banick reported on Buildings and Grounds. Jersey Elevator Company will be submitting a proposal for the elevator work. Once it is received the Buildings and Grounds Subcommittee will make its recommendation to the full Board. The new book drop was installed by the Department of Public Works on Friday March 15th. Mr. Banick thanked the workers for their services. A pump on the heating system was repaired by A.J. Celiano Inc.

Mr. Banick reported on Personnel. Laura Sims was hired to fill the Part-Time Librarian 1 position in the Children's Department. Mary Moore was hired to fill the Full-Time Librarian 1 position in Adult Services. Barcley Julot was hired to fill the Part-Time Custodian position. All three new staff members will begin working the first week of April.

Mr. Banick reported on Finance. The Library is operating under a Temporary Budget. The Audit for 2023 is underway.

Mr. Banick reported on Technology. The cloud service migration is complete.

Mr. Banick reported on Statistics. The year 2024 is off to a good start. Reference numbers are strong. Programming numbers on the adult side are up. This is attributed to the ESL classes.

Mr. Banick reported that Millburn ranked number one in BCCLS for new items purchased and circulated for 2023.

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

Ms. Sherman thanked Mr. Banick for his report.

COMMITTEE REPORTS:

The Building and Grounds Subcommittee held no meetings.

Mr. Banick reported that elevator discussions are ongoing.

Mr. Banick reported that more information is needed about the roof. Once received the information will be forwarded to the full Board.

The Fundraising and Naming Opportunities Subcommittee met. They went over the current Library Attorney's answers to different scenarios that may arise regarding the Library. The Subcommittee found that the recommendations are still in line with the previous guidance they had received. A copy of the questions and the Attorney's responses are included in the Board's packets for review. The Subcommittee also discussed naming opportunities for the second-floor meeting rooms.

The Policy Subcommittee met regarding a meeting room policy situation. They looked at the current policies to be sure that they address all issues. They do. Mr. Banick was instructed to keep an eye on the meeting room reservations being made to be sure that no current policies are violated.

OLD BUSINESS:

There was no Old Business.

NEW BUSINESS:

Mr. Cohen informed the Board that the Hoboken Public Library had received great coverage for their Library of Things by being featured on Channel 4 News. He asked how big is Millburn's collection, what kind of items are offered to patrons, and are the items new or used. Mr. Banick said that there are twenty-five to thirty items. The list of

offerings is online, and that they were purchased new. Mr. Cohen said that the new Full-Time Librarian should make publicizing Millburn's Library of Things a priority. The Board feels that Millburn needs to find its niche and work on adding items such as baking supplies and a portable sewing machine. Add items to the collections that patrons would like to borrow. Mr. Banick will address this with staff and the new hire.

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. Binder seconded. All were in favor.

The meeting adjourned at 8:05 p.m.

Respectfully Submitted,

Patricia Giambattista