MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING

March 20, 2023

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday March 20th 2023 at 7:40 p.m. Present were: Mrs. Binder, who presided, Mrs. Eisner, Mrs. Ipp, Mrs. Kelly, Ms. Sherman, Ms. Chenofsky Singer, Mr. Cohen 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 27th 2023 as submitted. Mrs. Eisner 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 #6109 - #6149 and payrolls as directed by the Township amounting to $386,288.63 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 February be approved. Ms. Sherman made a motion to approve the Bill Lists as submitted. The motion was seconded by Mrs. Ipp. All were in favor.

The Bill Lists were approved as presented.

Mr. Cohen asked if books and materials are reported on the Balance Sheet. Mr. Banick said "no" they are not. It is not standard practice to report assets of the Library on the Balance Sheet.

Mr. Cohen asked if there were any issues with the Library's Account when Investor Savings Bank was taken over by Citizens Bank. There were not. The Library only needed to purchase new deposit tickets.

Mr. Cohen stated that the Library will need to carefully assess how the bequest is invested to ensure safety in the current banking environment.

Mrs. Eisner informed the Board that ProLibra is no longer is the vendor used for Substitutes. The vendor now is Atrium.

The Board asked who is the vendor Essex County Environmental Center. This vendor provided a program.

PUBLIC COMMENTS:

Mrs. Binder asked if there were any Public Comments. Mrs. Binder and Mrs. Kelly reported for the Friends.

Mrs. Kelly reported that the Friends will have a soft book collection start date beginning on Monday April 3rd with the full-time collection beginning on Monday April 10th.

Mrs. Binder stated that Mrs. Kelly's full Board report is included in the Trustees' packets.

Mrs. Binder thanked Mrs. Kelly for her report.

DIRECTOR'S REPORT

Mr. Banick reported on Buildings & Grounds. The second floor renovation walk-through has been postponed. The Library is going to wait until the Strategic Planning Committee submits their report so that they can look at any community input regarding the second floor facilities.

Mr. Banick reported on Personnel. Part-time maintenance worker Patrick Garcia resigned his position effective Friday March 17th. The position will be filled right away.

Mr. Banick reported on Statistics. Circulation, Visitation and Programming numbers remain misleading. Although the Library is doing well they are still being compared to this time last year when the Library was operating from the Annie Sez temporary site. It will still take some time for a more accurate picture to emerge.

Mr. Banick reported on Professional Development. Mr. Banick asked for the Board's permission to schedule a professional training day. The Board asked what Mr. Banick was looking for in regards to a proposed closure for the training. The Board does not want the Library to be closed for too long. They feel that the facility suffered closures with the pandemic and the renovation. They stated that the Library needs to be open now as much as possible. Mr. Banick said that he would close the Library to the public on a

Friday morning, hold the training for staff and re-open in the afternoon. The Board stated that they are okay with a Friday morning closure. The Board gave their permission to close the Library and hold the Staff Development training on a Friday morning.

Mr. Banick reported on Strategic Planning. Library Strategies has made available to the public the Millburn Free Public Library Community Survey. Focus groups will be held at the end of April. Library Strategies will present their report at the June 19th Board Meeting.

Mr. Banick reported that the new Library brochures were delivered and are available to the public. Brochures were handed out to the Board.

Mr. Banick reported that the Spring 2023 Newsletter is complete. It is available to the public in print form and online.

Mr. Banick reported that the individual who violated the Library's Code of Conduct and was asked to leave has not returned. There have been no further issues.

Mrs. Binder thanked Mr. Banick for his report.

COMMITTEE REPORTS:

The Building & Grounds Committee reported that they have postponed a walk-through of the second floor regarding renovations. The Committee will wait for the results from the Strategic Planning Committee before going any further.

OLD BUSINESS:

There was no Old Business.

NEW BUSINESS:

Mr. Cohen asked if the Board would consider rescheduling the Library Board of Trustees' Meeting on April 17th 2023 at 7:00 p.m. in the Williamsburg Room. The Township will be holding an information session regarding Affordable Housing on April 17th from 7:00 p.m. to 8:30 p.m. in the Auditorium. Mr. Cohen will need to attend this meeting. After a discussion on different options the Board agreed to reschedule the meeting to April 17th 2023 in person at 4:00 p.m. in the Williamsburg Room.

Mrs. Kelly informed the Board that Spring Museum Night will be held on Tuesday March 28th 2023 at 7:00 p.m. in the Auditorium. She encouraged everyone to please sign up and come.

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". Mrs. Ipp seconded. All were in favor.

The meeting adjourned at 8:20 p.m.

Respectfully Submitted,

Patricia Giambattista