# MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING

## March 21, 2022

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday March 21st, 2022 at 7:30 p.m. via Zoom. Present were: Mrs. Binder, who presided, Mrs. Eisner, Mrs. Kelly, Ms. Sherman, Ms. Chenofsky Singer, Mrs. Miggins and Mr. Banick. Mrs. Ipp was excused.

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 28th as submitted. Mrs. Kelly 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 #5527 - #5578 and payrolls as directed by the Township amounting to $486,911.54 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 March be approved. Ms. Chenofsky Singer made a motion to approve the Bill Lists as submitted. The motion was seconded by Ms. Sherman. All were in favor.

The Bill Lists were approved as presented.

The Board held a discussion on professional memberships. All Trustees will maintain membership to NJLTA. One Trustee will maintain membership to NJLA. Mrs. Binder asked for a motion to make Mrs. Eisner the Board's representative for NJLA matters. Ms. Chenofsky Singer so moved. Mrs. Kelly seconded. All were in favor.

Mrs. Kelly asked where the bills are charged for the craft and take and make kits. They are charged to the Programming – Municipal line item of the budget.

## 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 March 7th Fireside Book Club program. The book was "Kent State" by Derf Backderf. Millburn Library Assistant Insha Fitzpatrick opened up new ideas as the moderator. The next Fireside Book Club is scheduled for 7:00 p.m. on April 7th. The book will be "The Paris Dressmaker" by Kristy Cambron. Millburn Library Board Trustee Amy Ipp will be the moderator. Mrs. Binder reminded everyone 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. Binder informed the Board that representatives from the Friends will be at The Upton on Tuesday March 22nd, from 3:00 p.m. to 6:30 p.m. to meet with residents. Information regarding the library will be available. Residents can sign up for a library card. Books will be handed out courtesy of the Friends Little Free Public Library, and hopefully there will be some new memberships to The Friends.

Mrs. Kelly reported on Programs. On Tuesday April 19th via Zoom the program will be "Create a Monarch Way Station in your own Backyard." The presenter will be Rene Linden-Paparian of the Millburn Township Green Team. On Saturday April 23rd the in-person program will be "Why Do We Plant Seeds." The presenter, Rene Linden-Paparian, will read "The Curious Garden" by Peter Brown. Participants will then plant their own seeds in an ecofriendly pot. Museum Night will be on Thursday May 19th from 7:00 p.m. to 8:00 p.m. The program will be in-person at 200 Glen Avenue and is titled "Matisse's Universe: Uncover the Secrets of The Red Studio with Larissa Bailiff." The Founders fundraising program has concluded. The plaque design is in the final stages and will be ordered soon. The Annual Book Sale is still on track to 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. A bag sale will be held after June 5th if Room A is available. Primary Voting may prohibit it.

Mrs. Binder thanked Mrs. Kelly for her report.

## DIRECTOR'S REPORT

Mr. Banick reported on the Renovation. The renovation continues. Flooring is scheduled for installation starting Monday March 21st First Floor Restrooms are almost complete.

Track lighting in the Gallery will be done in April. Artwork in the Children's Department between the windows was done the week of March 14th. The entranceway

will begin the week of March 21st. Furniture that is on hand is scheduled for installation the week of April 4th.

Mr. Banick reported on the move back to 200 Glen Avenue. Bids continue to come in from moving companies. They range from $5,000 to $20,000. Once reviewed a decision will be made on the vendor to use. Mrs. Kelly asked who will be responsible for reshelving the books at 200 Glen Avenue. The staff will.

Mr. Banick reported on Finance. The first quarter of the year is going well.

Mr. Banick reported on Personnel. The three new part-time employees began their shifts. Their work is off to a good start.

Mr. Banick reported on Statistics. February was a good month for visitation. Circulation numbers are down. References numbers are okay for the month.

Mr. Banick reported on Programming. The Programming numbers on the report distributed to the Board in their packets are incorrect. They are last month's figures. The numbers for February are as follows:

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| Children's: | 20 |
| Teen: | 12 |
| Adult: | 25 |

This is a total of 57 programs with 1,200 attendees.

Mr. Banick reported on the State Report. The State Report which doubles as the State Aid Application was submitted. The State Aid check is usually sent out in October.

Mr. Banick reported on the Dedication of the William R. Swinson Art Gallery. It will be held on Saturday April 16th at 11:00 a.m. All Trustees are invited and welcome to attend.

Mr. Banick reported on Professional Conferences. The NJLA Conference will be held in-person from Wednesday June 1st to Friday June 3rd at Harrah's in Atlantic City.

Mr. Banick reported on the New Jersey Primary Election. The Library will be a polling place. The Primary will be held on Tuesday June 7th.

Mrs. Miggins asked when the official move back to Glen Avenue will occur. Mr. Banick said the end of April.

Mrs. Binder thanked Mr. Banick for his report.

**COMMITTEE REPORTS:**

The Building & Grounds Committee reported concerns regarding the Recreation Field. Mrs. Eisner discussed emails she and the committee exchanged regarding the new night time field lighting and scoreboard that are scheduled for installation. The Township is unable to access power from the pole next to the train tracks by the field. Glen Avenue access is also not an option. The solution is to access power from the Library building. The Board then held a discussion on the Library's ability to handle the extra power load and having a separate meter to track the expense of the electricity for the field so that the Library does not incur the expense. Don Fiore, Architect, will be meeting with Robert Hogan, Superintendent of Recreation, to address hooking the power to the Library. The Library building may need to upgrade its power capacities in the future, but for now should be able to handle the extra power load required to run the lights on the field. Mrs. Miggins, Mayor of Millburn Township, asked that all the emails be forwarded to her. She will copy Mr. Hogan and loop in Mr. McDonald, Township Administrator, in order to sort everything out.

Mrs. Miggins went onto inform the Board that there will be no local tax increase for the year 2022. This will be the second year in a row for Millburn with no local tax increase. Essex County taxes will also not go up for 2022.

The Board then discussed parking as it pertains to the Recreation Field. Ms. Sherman asked about the chances of opening up the commuter parking lot to accommodate parking needs the Library may have while games are in progress. Mrs. Miggins said that she can look into it. She went on to say that the field and night time games are something that the local community wants. The taxpayers of Millburn will need to be able to park to watch their children's games. Ms. Sherman and Mrs. Kelly said that maybe signage can be looked into for nights when the Library has programming that would require extra parking. Mrs. Miggins suggested that the Library send over a copy of dates to the Recreation Department. Coordination will need to happen. There has to be a balance between the Library's needs and the Recreation Department's needs. Mrs. Miggins will speak with Mr. McDonald regarding striking a balance. Mrs. Binder asked if the residents along Glen Avenue will be bothered by the lights. Mrs. Miggins said that the installation of night lights on the field has already been approved and they will be installed shortly. Plantings are being put in to obscure the lights from residents along Glen Avenue.

Mrs. Binder asked if the Library is obligated to help. Does the Board have to let the Township hook up the electric to the Library building? Is the Library independent? What if they don't want to do it? Mrs. Miggins said that she did not know. Mrs. Miggins asked who pays the electric bill now. Mr. Banick stated that the bills are paid by the Department of Public Works. The monthly expenses are charged back to the Library. The Library pays the expense quarterly to the Township out of its appropriation for the year. Mrs. Miggins stated that the Township pays now through the appropriation given to the Library annually. With the installation of a meter the Library will incur no added

expenses. In closing Mrs. Kelly stated that why would the Library say no to this if there will be no effect.

**OLD BUSINESS:**

There was no Old Business.

**NEW BUSINESS:**

The Board went into Executive Session at 8:38 p.m. to discuss labor negotiations. The Board came back into Regular Session at 8:41 p.m.

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 8:43 p.m.

Respectfully Submitted,

Patricia Giambattista