MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING

March 24, 2025

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday March 24th 2025 at 7:30 p.m. Present were: Ms. Sherman, who presided, Mrs. Eisner, Mrs. Binder, Mrs. Kelly, Mr. Cohen, Ms. Panarelli and Mr. Banick. Ms. Chenofsky Singer 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 24th 2025 as submitted. Mrs. Eisner so moved. Mrs. Binder seconded. All were in favor.

FINANCIAL REPORT:

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

Vouchers #7366 - #7426 and payrolls as directed by the Township amounting to $221,346.80 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. Eisner made a motion to approve the Bill Lists as submitted. The motion was seconded by Ms. Panarelli. All were in favor.

The Bill Lists were approved as presented.

Mr. Cohen asked who is the vendor Polly Merdinger. Ms. Merdinger is the ELL Intermediate and Advanced Instructor. The invoice is for the winter sessions.

Mr. Cohen asked who is the vendor Titan Consulting. This is the Library's accountant. The invoice is for work performed to close out Fiscal Year 2024 and to prepare the Audit Schedules for 2024.

Mrs. Binder asked who is the vendor Ingram Library Services. They are one of the Library's book vendors.

PUBLIC COMMENTS:

Mrs. Binder asked if there were any Public Comments. Mrs. Kelly is delayed for the Board Meeting. The report will be given when she arrives.

DIRECTOR'S REPORT

Mr. Banick reported on the Second Floor Renovation. Demolition work is underway. The Library will be closed on Thursday March 27th and Friday March 28th to allow for plumbing work to be done that requires the water to the building to be shut off. A shut off valve will be installed during the closure so that future closures for plumbing work will not be necessary.

Mr. Cohen asked how the work schedule for both Full-Time and Part-Time employees will be handled. Per the CWA Local #1031 contract with the Library, any staff scheduled to work on those two days will be paid.

The Board asked if notifications for the closure have been posted for the public. They have. The information has been posted throughout the Library, on social media and on the Township of Millburn's website.

Mr. Banick reported that the Mezzanine updates are now complete. They include end panels, tables and the two study pods.

Mr. Banick reported on Personnel. Part-Time Librarian Ian Adams began work on Tuesday March 11th. Part-Time Maintenance staff member Fensley Rene has completed his three month probation period and now has permanent Civil Service status.

Mr. Banick reported on Technology. Eight new laptops were purchased through TechSoup in keeping with the Library's replacement schedule. The Board asked who uses the laptops. They are used by staff and for programming.

Mr. Banick reported on Finance. The auditors were on site at the Library on Tuesday March 18th to complete their in-person testing. A draft report will be issued shortly.

Mr. Banick reported on Statistics. Numbers are strong YTD. Visitation has returned to pre Covid-19 numbers. Circulation, Reference and Programming numbers are good YTD.

Mr. Banick reported on BCCLS. There is a new delivery manager. Deliveries have not been affected.

Ms. Sherman thanked Mr. Banick for his report.

COMMITTEE REPORTS:

The Board reviewed the Proctoring Policy. Changes made to the current policy include:

- Millburn Resident and Out-of-Town Membership card holders only
- Public and Private High School Students, Home School Students who live in the Township and Undergraduate/Graduate College and University Students

Mrs. Kelly is now present at the meeting.

Ms. Sherman asked for a motion to accept the changes to the Proctoring Policy. Mrs. Binder so moved. Mrs. Eisner seconded. All were in favor.

PUBLIC COMMENTS:

Mrs. Kelly reported for the Friends.

The Fireside Book Club discussion held on Monday March 3rd had fourteen attendees. The next discussion will be held on Monday April 7th. The book is "The Ministry of Time: A Novel" by Kaliane Bradley. The moderator will be Millburn Librarian Jon Michaud. Mrs. Kelly invited everyone to register. Books are on reserve in the Library.

Chess Lesson attendance is still down even with the move back to the Library. Mrs. Kelly will continue to monitor attendance to see if it picks up.

Makers Day was held on Saturday March 22nd at the Library. This event sponsored by the Friends went well.

The first floor garden has all new plants. The Friends will continue to add to the garden as the seasons change.

Ms. Sherman thanked Mrs. Kelly for her report.

OLD BUSINESS:

There was no Old Business.

NEW BUSINESS:

There was no New Business.

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