MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING

April 15, 2024

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday April 15th 2024 at 7:30 p.m. Present were: Ms. Sherman, who presided, Mrs. Eisner, Mrs. Binder, Mrs. Kelly, Ms. Chenofsky Singer, Mr. Cohen, and Mr. Banick. Ms. Panarelli 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 March 18th 2024 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 #6762 - #6809 and payrolls as directed by the Township amounting to $271,596.22 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 April be approved. Mrs. Kelly made a motion to approve the Bill Lists as submitted. The motion was seconded by Ms. Chenofsky Singer. All were in favor.

The Bill Lists were approved as presented.

The Board asked who is the vendor Shore Business Solutions. They provide the photocopy machines.

The Board asked who is the vendor Playaway Products LLC. They provide pre-loaded audiobooks, learnings apps, videos and read-alongs.

The Board asked what are inter-library payments. They are for fines and lost items.

The Board asked what is the $7,007.80 payment to DEMCO. It includes $6,774.00 for the outdoor book return. Mr. Cohen asked if Mr. Banick had filed an insurance claim with the Township's JIF to possibly recoup some of the cost. Mr. Banick said that he did. The Library is awaiting the insurance company's decision on the claim.

PUBLIC COMMENTS:

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

The Friends Annual Book Sale is underway. Collections will continue until Friday April 21st. Collections are down from last year. With Spring Break concluded it is hoped that more donations will begin to appear. Adult and teen volunteers have been very helpful. Meeting Room A setup for the sale will begin on Wednesday April 24th. Members Preview Night will be on Thursday May 2nd. The sale will be on Saturday May 4th and Sunday May 5th.

Millburn's Trader Joe's will be providing refreshments for the sales volunteers "out of the goodness of their own heart." The Board said that "is wonderful." The Friends will post a thank you on their social media accounts.

The Friends will not be receiving bags from Trader Joe's this year for the sale. They have been receiving some bag donations from patrons. They are asking people to bring their own bags to the sale. They are also asking the environmental groups in the Township to spread the word.

The Friends will be offering tote bags for sale. They are using a local vendor Amir Designs LLC. They are hoping to have them available at the Book Sale. The cost will be $10.00 a tote.

The book discussion held on Monday April 1st was a great success. Millburn Librarian Jon Michaud was the moderator. Part-Time Millburn Librarian Laura Sims, author of the book, joined the discussion at the halfway point. Participants liked that the author was there for questions.

The next book discussion will be held on Monday May 6th. The book is "Demon Copperhead" by Barbara Kingsolver. The moderator for the evening will be Friends member Sara Sherman. Copies of the book are available for reserve at the Circulation Desk.

The program "Spring Reptiles" held on Saturday March 23rd had close to seventy attendees. They were comprised of children and their caregivers.

The Friends are sponsoring the in-person program "Gold and Glitter" on Wednesday June 5th. The program features Newark Museum Curator Emeritus Ulysses Dietz who will be discussing the history of jewelry making in New Jersey.

To recognize Earth Day 2024, Odarka Polanskyj Stockert has very generously donated for the third-year seeds from her own garden to stock the Little Native Seed Library. Seeds will be available from Sunday April 21st to Sunday April 28th at the Little Free Library located in Taylor Park and at the Short Hills Train Station.

The garden was refreshed with plantings on March 26th.

The Friends will participate in the Millburn Township Memorial Day Parade on Monday May 27th.

Mrs. Kelly has reached out to Chris Myers, Director of Recreation, regarding having a Little Free Library location at the Township Pool for the summer season.

Ms. Sherman thanked Mrs. Kelly for her report.

DIRECTOR'S REPORT

Mr. Banick reported on Buildings and Grounds. Routine maintenance was conducted in the building. The Township has changed pest control vendors. The Library will now use the new vendor.

Mr. Banick reported on Personnel. The library is now fully staffed. Part-Time Librarian 1 Laura Sims is working in the Children's Department. Full-Time Librarian 1 Mary Moore is working in Adult Services. Part-Time Custodian Barcley Julot is working in Maintenance. Jacelin Noel, Head of Maintenance, reported to Mr. Banick that Mr. Julot is a good worker, quick learner and will be a good fit for the Library. Board members have met Mr. Julot. Mrs. Kelly said that Mr. Julot is very nice, eager to please and on top of things during his weekend shift. She was very impressed with his work. Mr. Banick informed the Board that he has booked a cruise vacation for March of 2025.

Mr. Banick reported on Finance. The Library is on track for this point of the fiscal year. The Audit for 2023 is underway much earlier than in previous years. The Library will adopt its Operating Budget for 2024 once the Township adopts their Budget. This should be sometime in June.

Mr. Banick reported on Technology. BCCLS will be on-site Tuesday April 16th to replace all of the public computers, one staff workstation and one network switch in the second-floor IT closet. This is considered routine maintenance under the Library's service contract with BCCLS. No extra fees will be incurred. Envisionware is in the process of installing the credit card reader for the public printer on the first floor. Mr. Cohen asked if the Library will be charging a credit card user fee. Yes, a nominal cost

recovery fee will be charged per user transaction. Mr. Cohen asked what the monthly fee is to the Library for the service. It is $39.99 per month. Mr. Cohen cautioned Mr. Banick to be aware of any issues that may present themselves regarding Library monies. There are rules and regulations regarding the deposits of public institutions. The Board is also concerned about what happens if the company was to go out of business. The Board asked if there is an exit clause. Mr. Banick said "yes" there is and that the terms of the agreement can be adjusted if necessary.

Mr. Banick reported on Statistics. The year 2024 is still strong. The Library is up YTD on all measures. Programming numbers are up. This again is attributed to the ESL classes as well as last months Makers Day Program. Mrs. Kelly asked if the Speaker's Program sponsored by The Friends has any records of attendance. There are at least two programs per month. Mrs. Eisner agreed that the program is sponsored and attendance numbers need to be tracked. The Board suggested that newly hired Librarian Mary Moore take on this task. Mr. Banick will get the numbers for the Board and begin including them in his monthly Statistics Report. Mrs. Binder asked if the ESL Programs are for residents only. They are for Millburn Library cardholders whether resident or out-of-town membership. Mr. Cohen asked how much an out-of-town membership was annually. It is $185.00 for 2024.

Mr. Banick reported that Creative Library Concepts submitted a proposal for new shelving on the Mezzanine. The new shelving would match what is on the first floor. The cost is $163,000.00. The Board unanimously approved the proposal and instructed Mr. Banick to order the materials and schedule the installation.

Mr. Banick reported that the Christopher and Dana Reeve Foundation is wrapping up Library service. They offered materials to the Millburn Library. Millburn declined their very generous offer. The materials are too medically specialized for Millburn's collection.

Mr. Banick reminded the Board to fill out and submit their Financial Disclosure Forms for 2024.

Mr. Banick handed out a list of Millburn's Library of Things. The Board would like newly hired Librarian Mary Moore to publicize the service. They would like to see Millburn get this service in the local newspapers like other neighboring libraries have.

Ms. Sherman thanked Mr. Banick for his report.

COMMITTEE REPORTS:

The Building and Grounds Subcommittee met the week of April 8th. Drawings from architect Don Fiore are included in the Boards packets for their review. The Board then held a discussion on items for the renovation which included:

- Change the percentage of wall space in the second-floor hallway which will have no effect on the function of Meeting Room A and will create more hallway reception space
- With the change of hallway space, the bi-fold in Meeting Room A can open on both ends of the room
- Redesign the Maintenance Office
- Demolish and reconfigure the Projection Room to make it a Tech Storage closet
- Relocate the second-floor ladies' and men's rooms doors to the main hallway
- Create a small art gallery on the second-floor hallway
- Replace second-floor ceiling tiles and flooring
- Install windows in Meeting Room A
- Update the exterior walls of the Library
- Update landscaping
- Make Meeting Room B accessible for flex programming and sensory programming
- Refresh the Williamsburg Room while retaining its Colonial look
- Have the Steinway B Piano removed and refurbished during the renovation

Mr. Banick reported on the Elevator. The Library is still waiting on the proposal from Jersey Elevator Company.

Mr. Banick reported on the roof. The roof on the Library is the original that has been re-roofed in certain areas with varying repairs made to it over the years. The roof is still in good shape for its age. The roof will be inspected and scanned to help give the Board the information it will need to move forward on its possible replacement in the future. The Board would like to look into funding any roof replacement through the Township's Capital Program since the building is Township property.

Mrs. Eisner informed the Board that Mr. Fiore suggested that decorative outdoor lighting could be installed on the new windows in Meeting Room A. It would be a nice architectural design. The Board likes this idea and will look into doing it as part of the renovation.

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. Ms. Chenofsky Singer "so moved." Mrs. Eisner seconded. All were in favor.

The meeting adjourned at 8:35 p.m.

Respectfully Submitted,

Patricia Giambattista