MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING

April 17, 2023

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday April 17th 2023 at 4:00 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.

OATH OF OFFICE:

Mr. Cohen took the Oath of Office for the Millburn Public Library Trustee for 2023. The Board thanked Mr. Cohen.

MINUTES:

Mrs. Binder asked the Board to review the minutes.

Mrs. Binder asked for a motion to accept the minutes of March 20th 2023 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 #6150 - #6195 and payrolls as directed by the Township amounting to $119,193.44 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. 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.

The Board asked who is the vendor Alexander Clemente. This vendor provided a lecture series program.

The Board asked if Greenwood Gardens is ready to reinstate its Museum Pass program with the Library. They are. An agreement will be in place in the next couple of weeks.

The Board asked who is the vendor Mooney-General. They supply the maintenance products for the Library.

The Board asked if Grounds for Sculpture is still a vendor. They are not.

The Board asked who is the vendor Express Yourself Studios. This vendor provided a children's painting workshop.

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 book collection is doing well. The Friends have received some nice donations from the public. The Board asked if the collections are on par with last year. They are.

Mrs. Kelly reported that the sale will be okay for this year with bags. Mrs. Kelly thanked a supporter for their generous donation of seventy-five reusable Shop Rite bags. The Board said that is "very nice." Next year, customers will likely have to bring their own bags to the sale. More boxes were needed and purchased by the Friends.

Mrs. Kelly informed the Board that sign-up for the final Friends Fireside Book Discussion of the year is still open. The discussion will be on Monday May 1st at 7:00 p.m. The Book is "The Marriage Portrait" by Maggie O'Farrell. The evening will be moderated by the Board's own Ms. Sara Sherman.

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 Personnel. The part-time maintenance position remains open. Mr. Banick will be conducting an interview the week of April 24th. The position will hopefully be filled soon.

Mr. Banick reported on Technology. The new laptops have been installed and are working. They were used during the Makers Day Program. The new photocopiers are

scheduled for installation on Tuesday April 18th. EnvisionWare is looking to integrate services. The Library may be able to streamline the payment process by looping in the public copiers to accept credit cards for payment. This would be a big step forward for Millburn. Payments at present are only done by cash or check. The Board asked if the 3D printer still sees use. It does. The Board asked if there is a charge for the service. There is. The Library charges enough to recover its costs.

Mr. Banick reported on Statistics. Circulation, Visitation and Programming numbers continue to remain misleading. The actual numbers are still being compared to this time last year when the Library was operating from the Annie Sez temporary site. However, the actual numbers are doing well. They are back to pre-Covid 19 levels. It is also the first time that Millburn has emerged as a net lender in the BCCLS system.

Mr. Banick reported on Professional Development. The Staff Development training morning that the Board approved last month is being finalized. The NJLA Conference will be held from May 31st to June 2nd in Atlantic City. The ALA Conference will be held from June 22nd to June 27th in Chicago. Staff is scheduled to attend both.

Mr. Banick reported on Strategic Planning. The Strategic Planning Committee met on Monday April 10th with Library Strategies consultants. An overview of the project was presented. Four focus groups will be held at the Library the week of April 24th. The deadline for completing the survey is Friday April 28th. To date there are 380 completed surveys. Library Strategies will compile the information gathered for their report and present it at the June 19th Board Meeting.

Mrs. Binder thanked Mr. Banick for his report.

COMMITTEE REPORTS:

The Strategic Planning Committee reported that everything was discussed under the Director's Report section of tonight's meeting.

OLD BUSINESS:

There was no Old Business.

NEW BUSINESS:

Mr. Banick reminded the Board that their annual Financial Disclosure Statement must be filed on or before Sunday April 30th.

Mr. Banick informed the Board that the New Jersey Library Trustee Association will be holding a webinar on May 3rd at 7:00 p.m. The topic is "First Amendment Audits." He

will forward the link for the webinar to the Board for anyone interested. The Board asked if the general public can attend these programs. No, they cannot. The program is only open to Library Directors and Trustees.

The Board asked how often the Essex County Clerk is here and for what purpose. The Clerk has a representative here once a month. Passport Applications and Notary Oaths of Office are the services provided.

The Board asked when the New Jersey Motor Vehicle Commission Mobile Unit will be at the Library. They will be in the Library parking lot on Wednesday May 10th from 10:00 a.m. to 2:00 p.m. Information on the services provided that day can be found on the Millburn Township website.

The Board stated that the feel both of these outreach services are wonderful for the public.

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." Ms. Chenofsky Singer seconded. All were in favor.

The meeting adjourned at 4:35 p.m.

Respectfully Submitted,

Patricia Giambattista