MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING

April 18, 2022

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday April 18th, 2022 at 7:30 p.m. via Zoom. Present were: Mrs. Binder, who presided, Mrs. Eisner, Mrs. Ipp, Mrs. Kelly, Ms. Sherman, Mrs. Miggins and Mr. Banick. Ms. Chenofsky Singer 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 March 21st as submitted with a correction to a typo under Public Comments paragraph 2. Change "Amp" to "Amy." 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 #5579 - #5612 and payrolls as directed by the Township amounting to $225,987.51 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. Mrs. Kelly 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.

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 April 4th Fireside Book Club program. The book was "The Paris Dressmaker" by Kristy Cambron. Millburn Library Board Trustee Amy Ipp was the moderator. Mrs. Binder thanked Mrs. Ipp for doing a very nice job. The next Fireside Book Club is scheduled for 7:00 p.m. on May 2nd. The book will be "Klara and the Sun" by Kazuo Ishiguro. Millburn Library Board Trustee Sara Sherman 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 Library. Mrs. Binder closed by encouraging everyone to register and pass the word on to their friends about the program.

Mrs. Kelly thanked Mrs. Binder for the Friends event at The Upton on Tuesday March 22nd. The event was a huge success for the Friends and the Library. Twenty-four new patrons signed up for library cards and the Friends got five new memberships. The community outreach of the day was tremendous. It went so well that other Upton properties in New Jersey will be scheduling similar events with their local libraries.

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. Over thirty- five people have registered. The program has a maximum of sixty participants. To coordinate with the program on April 19th the Little Free Library at Taylor Park will have Milkweed seeds in them for people to take. 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. On Sunday April 24th the Friends will have their booth set up at the Millburn-Short Hills Street Fair. Books will be handed out as well as flyers regarding Friends events. On Monday May 16th the Friends will present "My Life with Dogs: Personal Anecdotes from a Therapy Dog Handler." The program is for adults and will be held in-person at the Library. 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 Annual Book Sale remains 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. Donations for the sale will begin to be accepted on Monday May 9th at the Library. The plaque for the Founders Program is being designed by Bradshaw Awards. When it is ready it will be hung up with the appropriate celebration.

Mrs. Binder thanked Mrs. Kelly for her report.

DIRECTOR'S REPORT

Mr. Banick reported on the Renovation. The renovation continues. Flooring and the first floor restrooms are complete. Track lighting for the Gallery is delayed. Service desks, end caps, and canopies for shelving are delayed. These items are all coming from the vendor Media Technologies.

Mr. Banick reported on the move back to 200 Glen Avenue. The last full day of service to the public at Annie Sez will be Monday the 25th. Packing will take place on the 26th and the move back to 200 Glen Avenue on the 27th. The Library will remain closed to the public from the Tuesday April 26th to Tuesday May 3rd. The Library will reopen on Wednesday May 4th at 10 a.m. A Grand Opening will be scheduled once all of the furniture installation is complete.

Mr. Banick reported on Personnel. The Labor Negotiations Sub-Committee met on the 24th. Once they hear back from the Township's Labor Attorney they will proceed with the next step. The Part-Time Librarian position was declined by the candidate. Administration will take some time to perhaps rethink the position. A World Language Librarian is under consideration.

Mr. Banick reported on Statistics. National Library Worker's Day was April 5th. Much work occurs behind the scenes that contributes to a successful library operation. These metrics have never been measured in the statistics report. Sixty-six invoices and thirty - four checks worth over $109,000 were processed in March. Two payrolls over $116,000 were processed as well. All were done by the Comptroller. Circulation Staff was responsible for processing over 660 bins from BCCLS in one month. 414 new titles were processed. Over 800 phone calls and 37 voicemails were taken. The current statistics report overlooks the staff who run the Library from behind the scenes and credit needs to be given here as well. In closing Mr. Banick said that the regular statistics have had better months. Visitation was down YTD. Circulation is down YTD. Reference interactions are up YTD.

Mr. Banick reported on Programming. Programming remains strong with over 1,500 participants for the month of March.

The Board stated that they would like to see the new statistics added to the monthly report. It is important to highlight these workflow numbers as well.

The Board asked if the mail has been rerouted to 200 Glen Avenue. It has.

The Board asked if the Primary voting in June will be held in the Children's Department. The Township Clerk will do a walk through in the next few weeks to determine if the space is adequate to hold the voting in the Children's Department. If it is not it will take place in Meeting Room A.

Mrs. Binder thanked Mr. Banick for his report.

COMMITTEE REPORTS:

The Labor Negotiating Sub-Committee reported that they are waiting on the Township Labor Attorney's recommendations before moving ahead to the next step.

The Building & Grounds Committee reported that the Recreation Field lighting has been installed by the Township. An on-site generator is being used until the electric is hooked up to the power pole by the train tracks. In the event that the power is unable to be hooked up to the pole by the train tracks the Township will look at hooking up the power supply to Library. Mrs. Kelly asked if the partitions for the first-floor restrooms are new. They are. Mrs. Binder asked if hooks will be installed for ladies to hang their purses. Yes, they will be installed. Mrs. Kelly asked about the installation of the new garden under the spiral staircase. This will be done by the Friends after everything else is in place on the first floor. Mrs. Kelly said that after the Friends Book Sale is complete they will have a better idea of how much they can contribute to the garden installation. Mrs. Kelly said that Millburn is now in the red zone for COVID-19. She asked if masks will be mandated in the Library. Mrs. Miggins stated that they will not. The Township follows the Governor's lead. She went on to say that as of the last Township Committee Meeting all plastic guards have been removed in all other Township buildings. Masks are not required in any Township buildings. This includes the Library.

OLD BUSINESS:

There was no Old Business.

NEW BUSINESS:

Library Board Trustee Amy Ipp is retiring from her position at the Millburn Middle School at the end of this school year. She has informed Mr. Banick that she is willing to stay on the Board for the short term. This decision lies with the Superintendent of Schools, Dr. Burton. This is a statutory appointment and the final decision on who will be appointed is Dr. Burton's. The Board congratulated Mrs. Ipp on her upcoming retirement and thanked her for her service to the Board. Mrs. Ipp thanked the Board for their kind words.

The Board went into Executive Session at 8:30 p.m. to discuss labor negotiations and pending legal matters. The Board came back into Regular Session at 9:00 p.m.

Mrs. Binder reminded the Board that the next meeting will be on Monday May 23rd at 7:30 p.m.

The Board wished Mr. Banick good luck on his upcoming nuptials.

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. Miggins "so moved." Mrs. Eisner seconded. All were in favor.

The meeting adjourned at 9:04 p.m.

Respectfully Submitted,

Patricia Giambattista