MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING

April 19, 2021

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, April 19, 2021 at 7:30 p.m. via Zoom. Present were: Mrs. Binder, who presided, Mrs. Eisner, Mrs. Ipp, Mrs. Kelly, Ms. Sherman, Mrs. Miggins, Ms. Chenofsky Singer and Mr. Banick.

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 15, 2021 as submitted with one correction under Public Comments paragraph two change "the book was be" to "the book was". Mrs. Eisner so moved. Mrs. Ipp seconded. All were in favor.

FINANCIAL REPORT:

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

Vouchers #5007 - #5061 and payrolls as directed by the Township amounting to $251,495.89 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 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.

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 Fireside Book Club. The discussion was held on April 5, 2021 at 7:00 p.m. via Zoom. The book was "Hamnet: A Novel of the Plaque" by Maggie O'Farrell. The moderator for the evening was Library Trustee member Sara Sherman. Mrs. Binder said that Ms. Sherman was a wonderful reviewer. Over twenty people were in attendance for the evening. On Monday, May 3, 2021 at 7:00 p.m. via Zoom the book will be "This Is How it Always Is" by Laurie Frankel. Library Trustee member Dorothy Kelly will be the moderator. Mrs. Binder said she "hopes all will sign up and join us".

Mrs. Kelly reported on Programs. On Tuesday, April 6, 2021 at 7:00 p.m. via Zoom "The History of Greenwood Gardens" presented by Greenwood Gardens Executive Director Abby O'Neill was held. It was a fantastic program with 46 people in attendance which was a very good turnout for a weekday program. On Wednesday, April 28, 2021 at 7:00 p.m. via Zoom "Butter, Infused Oil and Syrups" will be held. Stephanie Murphy of Greenwood Gardens will be the presenter. The Member-Merchant Initiative continues to do well. Thirty additional restaurants in town have signed up to participate. Just today Clemenza's, Moonshine, and the Millburn Deli signed on. The Friends are happy to continue their support of local township businesses while strengthening the Library's ties to the community.

The Little Free Library plans for the Township Pool are on hold. The Friends will see what the restrictions are and if they can proceed they will.

DIRECTOR'S REPORT

Mr. Banick reported on the Pandemic Response. The Library reactivated Public Computers on March 15th. Building capacity is now at 50%. Notary Service has been restored. BCCLS will be discussing ending all book quarantines at their April meeting.

Mr. Banick reported on Finance. The Library received a $1,000.00 bequest check.

Mr. Banick reported on Personnel. The CWA Local #1031 labor agreement with the Library has been extended for 2021. Raises and retro checks were processed. Diane McKenna, Part-Time Library Assistant, retired effective April 1, 2021. Library Assistant Insha Fitzpatrick completed her 90-day probation period and is now under permanent employee status per NJ Civil Service rules. Library Assistant Eileen Tooman returned from FMLA Leave on Thursday, April 8, 2021. Megan Pehanick, Librarian 1, is due back from FMLA Leave on Monday, May 3, 2021. There are now two part time Library Assistant positions open. With the pandemic and upcoming renovation, they will remain

on hold. The Board will look at filling these positions at a later date and use the temporary services of ProLibra if needed.

Mr. Banick reported on Buildings & Grounds. The hanging system for artwork in the gallery space on the first floor was installed on Friday, March 12th. The Art Advisory Committee will have a show in May. The air conditioning underwent its annual maintenance and one repair that was needed was made to the system. The HVAC system is ready for the start of the warm weather season. The renovation plans and bid materials will be ready in May 2021. After the bidding process the Library is hoping to begin the work this summer. Once all the start dates are known press releases will go out to inform the public.

Mr. Banick reported on Technology. The digitization of the Item is complete. SimplyE launched this month. The free app makes it easier to borrow and read most eBooks in your library's collection from your mobile devices. Librarian Matthew Spitzer continues to work on Millburn's new website. Millburn's webpage will now be under the services at the New Jersey State Library. There are no fees and the URL will remain the same millburnlibrary.org. The phone system lease is ending. The current system will be turned in. The Library will convert to a cloud base system. Only internet access will be needed. Any costs involved with installing the new system will be nominal.

Mr. Banick reported on Statistics. The Library has been opened now for nine full months. Visitation for March was 5,500 visits. Circulation is strong. Reference is up from last year at this time but YTD is trailing.

Mr. Banick reported on Programming. All programming for 2021 remains on-line. There were 50 programs in March with just over 1,000 attendees.

Mr. Banick reported on Staff Training. Staff Training was held on Wednesday, April 7, 2021. The day went well. Topics covered and discussed included the Library's Mission/Values Statement, the renovation, customer service and self-care. Breakfast and lunch were provided. Mr. Banick stated that staff training days will start to be done on more regular basis.

Mr. Banick reported on the State Library. Governor Murphy announced the launch of round two of grant solicitations allocating the remaining $37.5 million on March 15, 2021. Interested libraries have until Friday, June 4th at 4:00 p.m. to submit their applications. Millburn will be submitting an application for $150,000.00 to replace the existing boiler.

Mr. Banick reported on BCCLS. The BCCLS report on cyber security and their Values Report is included in the Boards packet for their review.

COMMITTEE REPORTS:

Mrs. Binder reported that the By-Laws Committee met and a draft copy of the updated By-Laws were distributed in the Boards packets for their review. Mrs. Binder then opened up the By-Laws for discussion. Seeing none Mrs. Binder asked for a motion to accept the By-Laws as submitted. Mrs. Eisner so moved. Mrs. Kelly seconded. All were in favor.

Mr. Banick reported that the Building Committee met. Topics discussed included adding the teen area to the renovation and the boiler if it is rejected in the second round of the bond money distribution. The Board then held a discussion on the costs involved to include these two items. Additional costs for the teen area would come to $100,000.00. Mr. Banick will need to meet with the architect and designer to go over construction and designer costs estimates to insure that his $100,000.00 figure is accurate. The boiler is running at 83% efficiency. It is in good shape and if the Board does not include the boiler the money for the teen area will be available through surplus money on hand. The Board asked how long the renovation would take. There would be a period of at least 10 weeks with no access to books, internet, etc. Millburn is looking to other surrounding BCCLS libraries to help in the down time. The Board then discussed setting up a pop-up library in town. Options discussed included using the Bauer Center or perhaps unoccupied store fronts. Mrs. Miggins said that she will let Business Administrator, Alex McDonald, know that Mr. Banick will be reaching out to him for help. The Board likes the idea of a pop-up library. They would like to see Millburn's patrons be able to receive some services locally while the closure is going on. The Board asked if the Library would be reopened and back to full operations by September. Mr. Banick said "no". Partial reopening in October with a full reopening in November. The Board feels that that is a long time to be closed when school will be reopened. The Library serves the communities children and operates as a tutoring center as well. They asked were all these services will be going during the closure. Mr. Banick said that it may not be an issue if COVID 19 is still ongoing. The Library will be opened as a voting site for the Primary Election in June 2021 and the General Election in November 2021. The Board asked if the bids will run through Town Hall or the Library. The Library Board will handle the bidding process. The Board asked the time line for the new website. It is 4 to 8 weeks. The Board wants to be sure that the new website is up and running before the renovations begin as it will serve as a good bridge to the community during the closure. In closing the Board agreed to add the Teen Area to the renovation plans, apply for state grant money for the boiler replacement, and have Mr. Banick work with Business Administrator, Alex McDonald to see what local space is available for a pop-up library to be established. Mrs. Kelly reminded that Board that the Friends will continue to have a public face during the renovation at community events such as National Night Out and festivals. She stated that the library will be "visible out there". The Board asked what will happen to the staff during the renovation. When not on site they will be working

remotely from home. The Board asked if the boiler broke down does the Library have insurance to cover it? Would the Township help? The boiler is on a maintenance plan and the Township has always been helpful if the Library needs it. Mr. Banick will ask Alex McDonald if the Township carries insurance on the boiler and report back to the Board.

Mr. Banick reported that the Policy Committee met the week of May 12th. A draft Social Media Policy will be ready for the Board's review at the May 17, 2021 meeting.

OLD BUSINESS:

There was no Old Business.

NEW BUSINESS:

The Library has added VOX Books. The permanently attached VOX Reader transforms print books to all-in-one children's read-along books. You just push the button and listen.

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 8:55 p.m.

Respectfully Submitted,

Patricia Giambattista