**MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING**

**May 15, 2023**

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday May 15th 2023 at 7:30 p.m. Present were: Mrs. Binder, who presided, Mrs. Eisner, Mrs. Ipp, Mrs. Kelly, Ms. Sherman, Ms. Chenofsky Singer and Mr. Banick. Mr. Cohen was absent.

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 April 17th 2023 as submitted with the following correction. Under Public Comments paragraph four change the book title to "The Marriage Portrait" by Maggie O'Farrell. Mrs. Eisner so moved. Ms. Chenofsky Singer seconded. All were in favor.

**FINANCIAL REPORT:**

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

Vouchers #6196 - #6262 and payrolls as directed by the Township amounting to $410,929.18 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. Sherman. Ms. Chenofsky Singer abstained. The remaining Board members were in favor.

The Bill Lists were approved as presented.

The Board asked who is the vendor RingCentral. This vendor provides the telephone service.

The Board asked who is the vendor Vertilocity. They provide IT service.

The Board asked who is the vendor LYRASIS. They provide software programs for libraries.

The Board asked who is the vendor Sentrum Marketing LLC. They provide multilingual books.

The Board asked who is the vendor Watson Label. They provide barcodes and library cards.

The Board asked who is the vendor Franonics. They provide Deep Freeze software for multi-user machines.

The Board asked why is there a payment to BCCLS. This is the quarterly payment for 2023 services.

The Board asked why is there a payment to the Bergenfield Public Library. This is for a lost book by a Millburn patron.

The Board asked why staff members Jon Michaud and Michael Banick are on the Bill List. Jon Michaud is being reimbursed for the purchase of a poetry book. Michael Banick is being reimbursed for business related travel expenses.

The Board asked who is the vendor Port Authority. This is for the purchase of a historical book on the Port Authority.

The Board asked if the payment to Greenwood Gardens is for admission tickets. It is.

The Board asked who is the vendor Party Perfect Rental. They are supplying the party needs for a program.

**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 Sale was a great success grossing more money than 2022. This was a nice community-based attendance with fewer dealers this year. There were fifty adult volunteers. Seventeen teen volunteers put in 120 hours. Mrs. Kelly thanked all of the volunteers as well as library staff, especially the maintenance crew, for their help.

Mrs. Kelly reported that the Fireside Book Discussion had good attendance all year. The program will resume in October 2023.

Mrs. Kelly informed the Board that the Friends will once again be sponsoring the Summer Reading Program for adults, teens, and childrens. $4,400.00 has been pledged to the program.

Mrs. Kelly reported that Chess Classes will continue through the summer months. The Friends may sponsor a Summer Chess Camp as well.

Mrs. Kelly reported that the Little Free Library at the pool will be available on Memorial Day Weekend when the pool officially opens for the summer season.

Mrs. Kelly reported that the Friends will be marching in the annual Millburn Memorial Day Parade on Monday May 29th.

Mrs. Kelly thanked Board members Ms. Sherman and Mrs. Ipp for all of their help and expertise in sorting the children's sale table.

The Board thanked Mrs. Kelly for running once again such a successful book sale.

Mrs. Binder thanked Mrs. Kelly for her report and all of her work on the book sale.

**DIRECTOR'S REPORT**

Mr. Banick reported on Buildings & Grounds. Serenity Pest Control has treated the groundhog holes at the rear of the building. When ready they will plug up the holes.

Mr. Banick reported on Personnel. The part-time maintenance position has been filled. William Heilman began work on Monday May 8th. All indications are that he will work out very well. Staff have received all retro pay owed. The Library is waiting on the CWA Local #1031 to provide it with a new contract booklet.

Mr. Banick reported on Finance. Revenue and Expenses are good YTD. Once the Township adopts their Municipal Budget for 2023 in May the Library will adopt their Operating Budget for 2023 in June.

Mr. Banick reported on Technology. The two new children's literacy workstations are not working properly even after software updates. AWE Acquisition, Inc. has sent two new computer stations. Once they are installed and running properly payment will be made to the vendor.

Mr. Banick reported on the Friends Annual Book Sale. Mr. Banick said "hats off to the Friends, volunteers, and staff."

Mr. Banick reported on Statistics. Circulation, Visitation and Programming numbers are back to pre-pandemic levels. Charts are included in the Boards packets for review.

Mr. Banick reported on Professional Development. The NJLA Conference will be held from May 31st to June 2nd in Atlantic City. Mr. Banick and Librarians Janis Werner and Elizabeth Miller Boose will be attending. The ALA Conference will be held from June 22nd to June 27th in Chicago. Librarian Sarah Pardi will attend. The on-site staff developmental training is deferred to the fall.

Mr. Banick reported on Strategic Planning. The Strategic Planning Committee and the Library Strategies consultants are nearing the end of their work. A first draft of their findings will be looked over at the end of May. Library Strategies will present their report at the June 19th Board Meeting.

Mr. Banick reported on Programming. Librarian Janis Werner is running the Millburn Free Public Library's first Pride Event on Saturday June 10th.

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.

The Building & Grounds Committee reported that they held a walk-through on the second floor regarding the renovation plans. Timing of the renovation will be an issue that needs to be addressed regarding room usage and the Friends Annual Book Sale. The Board will wait for the architect to put together the plans first and then look at the timing for the renovation.

## OLD BUSINESS:

There was no Old Business.

## NEW BUSINESS:

Mrs. Binder asked for a motion to approve Resolution 2023-05-001 "Resolution to Reserve Funds for Capital Improvements" in the amount of $750,000.00. Mrs. Eisner "so moved." Mrs. Kelly seconded. All were in favor.

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. Kelly "so moved." Ms. Sherman seconded. All were in favor.

The meeting adjourned at 8:25 p.m.

Respectfully Submitted,

Patricia Giambattista