MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING

May 17, 2021

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, May 17, 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 April 19, 2021 as submitted with two corrections under Public Comments. The first in paragraph two change "Plaque to Place". The second under Public Comments paragraph three change thirty additional restaurants to three additional restaurants. 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 #5062 - #5103 and payrolls as directed by the Township amounting to $216,621.31 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 May be approved. Mrs. Kelly made a motion to approve the Bill Lists as submitted. The motion was seconded by Ms. Sherman. 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 season has finished on Monday, May 3, 2021 with the book "This Is How it Always Is" by Laurie Frankel. Library Trustee member Dorothy Kelly was the moderator for the evening. Mrs. Binder thanked Mrs. Kelly for a very interesting and informative discussion. The new season of Fireside Book Club will begin in October 2021.

Mrs. Kelly reported on Programs. On Wednesday, April 28, 2021 at 7:00 p.m. via Zoom "Butter, Infused Oil and Syrups" was held. Stephanie Murphy of Greenwood Gardens was the presenter. All thirty spots were registered for with half attending the evening of the program. Participation was enthusiastic and the Friends had one new member sign up that night. The Member-Merchant Initiative continues to do well. The Millburn Diner and Clemenza's Gourmet Brick Oven have signed on to participate. The Friends continue to spread the word on the program via social media. On Saturday, May 8, 2021 the Friends participated in the Township's "FAME" Fitness-Art-Music-Entertainment event. A rainy day moved the event inside and there was a smaller turnout then expected. Mrs. Kelly thanked the fellow Board Members for attending.

The Friends will be participating in the "Millburn Memorial Day Parade" on Saturday, May 29, 2021. The Friends have a banner for the parade and Mrs. Kelly's daughter will be marching too!

The Little Free Library will be at the Township Pool for the 2021 season. The Friends have spoken with Recreation Director Bob Hogan and have his support to go forward.

On the weekend of May 15th, the Little Free Library at Taylor Park was vandalized. Books were taken out of the structure and thrown into the water. The structure was not damaged. Mrs. Kelly said that she is chalking this up to hopefully a one-time event. Mrs. Kelly will be restocked the structure today and will move forward. She thanked the community for their outpouring of support and generous offers to donate books.

The Friends donated $7,250.00 to the Library for the Museum Pass Program and the Summer Reading Program and prizes. Mrs. Kelly said that the Friends "are happy to support the Library."

Mrs. Kelly reported that the Friends by-laws are going to be revised accordingly and given to the Friends Committee for their review. They hope to adopt them at the next Friends Board Meeting on June 8, 2021.

DIRECTOR'S REPORT

Mr. Banick reported on the Pandemic Response. On Wednesday, May 19, 2021 the Library lifted capacity and time limits in the Library. Capacity is now at 100%. Sundays will be open for inside service beginning on the 16th. Saturday service will resume on the 22nd. Book quarantines ended on Monday, May 10, 2021. Room A is now available for use Library use. In preparation for the added days more computers will be put online and furniture will be moved back downstairs for patrons. Social distancing measures will continue to be followed. The Library is ready for a return to normal and to welcome back its patrons.

Mr. Banick reported on Finance. The Library continues to operate on a Temporary Budget. Revenues and Expenses are in line for this point in the year. The Township adopted their Municipal Budget at the May 2021 Township Committee Meeting. The Library will look to adopt their Operating Budget tonight under New Business.

Mr. Banick reported on Personnel. Megan Pehanick, Librarian 1, resigned her position effective Sunday, May 2, 2021. It is recommended that the full time Librarian 1 position be advertised for internally and filled with one of the Library's part time Librarian 1 staff members. After the renovation is complete the Library can advertise for the three open part time positions. One Librarian 1, one Library Assistant, and one Shelver.

Mr. Banick reported on Buildings & Grounds. Estimates were received today in the amount of $95,000.00 for the furnishings, furniture, and YA wall installation. Some incidentals such as electrical work may still be needed. They however should be affordable. Mr. Banick spoke with Business Administrator Alex McDonald regarding sites for a pop-up library. Some properties are unavailable, they have been leased and tenants are going in soon. One available location is in the downtown where the Bubble Tea store was located on the corner of Millburn Avenue and Main Street. Mr. Banick spoke with the landlord. The cost would be $2,800.00 per month plus utilizes and incidentals. The total cost for the four-month closure would be $20,000.00. the Library can afford the expense and Mr. Banick recommended that the Board move ahead with a pop-up library site.

Mr. Banick reported on Technology. The phone system lease is ending. The current system will be turned in. The Library is moving ahead with installing a cloud base phone system. Acorn TV is going direct to consumer for use. Libraries will no longer be offered a subscription to use the service.

Mr. Banick reported on Statistics. The Library has been opened now for ten full months. Visitation is around 5,000 people a month. Circulation in April was over 24,000 checkouts. This included on-line usage.

Mr. Banick reported on Programming. All programming for 2021 remains on-line. There were 48 programs in April with over 1,000 attendees. Museum passes saws 10

uses last month. Three new Museum Passes will be added to the Library's circulation in the near future. They are: The Brooklyn Botanic Garden, Storm King Art Center, and the Museum of Early Trades and Crafts.

The Board held a discussion regarding the renovation, library closure, and pop-up library. Topics discussed included publicity for the upcoming renovation. The news and updates would be on the Library's s website as well as local on-line news sources and social media. Mrs. Kelly recommended that the information be given to Mrs. Nancy Dries, Communications Coordinator, at the Millburn Township Public Schools for distribution to parents and guardians. The Board discussed the pop-up library. Items covered included the location, Upper Millburn Avenue vs. Downtown Millburn, the pros and cons of both. The Board feels that parking may be easier to access in Upper Millburn. Services for the pop-up library. Check-ins and Check-outs, BCCLS deliveries to the Pop-Up site, offering a scaled down collection of new books and popular items, notary services, printing, public internet access, and hours of operation. The Board would like to offer these services to the public if possible and keep regular hours of operation at the pop-up site while the main library is undergoing the renovations. Mrs. Miggins added that she is a Notary Public and would be happy to help in this area if she is available. Virtual programming as well as outdoor programming will also be offered during the closure. Mrs. Binder asked if permission would be needed from the Township to hold outdoor programming in Taylor Park. Mr. Banick will speak with the Business Administrator to find out and report back to the Board. In closing the Board feels that a closure of four months is a long time and that they must meet the needs of the community as best they can during this renovation period. They feel that the Library budget can support financing a pop-up library during the closure. They would like to move ahead with a pop-up library. Mrs. Binder asked for a motion to move forward with the pop-up library and to have Mr. Banick look at options not to exceed $24,000.00. Mrs. Eisner "so moved". Mrs. Binder seconded. All were in favor.

COMMITTEE REPORTS:

Mr. Banick reported that the Policy Committee met. Social Media Policy Draft #4 dated May 13, 2021 was reviewed by the Board. Mrs. Binder stated that lots of work went into the updated Social Media Policy Manual for the Library. Mrs. Binder asked if there were any questions regarding the updated Social Media Policy. Seeing none, Mrs. Binder asked for a motion to accept the Social Media Policy as presented. Ms. Chenofsky Singer "so moved". Mrs. Eisner seconded. All were in favor.

Mr. Banick reported that the Building Committee met. Renderings of the proposed renovation are included in the Boards packet on page 15 for their review. The Board then held a discussion on interior plans for the Library. Ms. Chenofsky Singer suggested that it may be a good idea to have counter seating along the front area where the current YA area is located. Soft floating seating can also accompany the space. The Board will

consider this idea. The theme for the Children's Room will be "Reading Will Take You Anywhere You Want to Go". The quote will be above the entrance to the Children's Area. The Board likes and agreed to the theme. Mrs. Kelly noticed when looking over sketches for the Children's Area that they are not fully inclusive of the Township's population. She said that the designer needs to redo them and do a fair and inclusive representation of the community before any drawings go out to the general public. Mr. Banick will see that the issue is addressed before the next Board Meeting.

OLD BUSINESS:

Mr. Banick reported that he spoke with Township Assistant Business Administrator Jesse Moehlman regarding the boiler. If damage was caused, by the boiler, insurance would cover the damage. The parts are not insured. The Library is on a yearly maintenance program with Miller & Chitty. The maintenance program was reviewed with the Board.

NEW BUSINESS:

The Board held a discussion on the 2021 Library Operating Budget. Mrs. Binder asked why the line item "Professional Expenses – Municipal" has increased. Staffing is currently down. Mr. Banick explained that with reopening after the pandemic current staff will be getting back to attending conferences and meetings that were cancelled last year. Mrs. Kelly asked why the "Books-Municipal" line item is down. Are E-books responsible? Mrs. Banick said that "yes" there has been a 100% increase in demand for E-books and digital resources. In turn the library is buying less hard copies of materials. Mrs. Binder asked why the line item Telephone-Municipal" is being deleted. Mr. Banick explained that this line item used to cover three cell phones for administrative staff. The phones have been discontinued. Mrs. Binder asked why the "Programming-Municipal" line item is up 25%. This is due to the Library reopening from the pandemic closure of last year. There will again be 12 months of programs going on. Mrs. Binder asked if there were any more questions regarding the 2021 Library Operating Budget. Seeing none Mrs. Binder asked for a motion to approve the 2021 Library Operating Budget as submitted. Mrs. Kelly "so moved". Mrs. Binder seconded. All were in favor.

The Resolution for the Library to submit a grant application seeking funds in the amount of $163,015.00 for the boiler replacement from round two of the New Jersey Library Construction Bond Act was reviewed by the Board. Mrs. Binder asked if there were any questions regarding the resolution. Seeing none Mrs. Binder asked for a motion to approved the grant application. Mrs. Eisner "so moved". Ms. Sherman 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". Mrs. Miggins seconded. All were in favor.

The meeting adjourned at 9:02 p.m.

Respectfully Submitted,

Patricia Giambattista