MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING

May 23, 2022

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday May 23rd, 2022 at 7:30 p.m. Present were: Mrs. Binder, who presided, Mrs. Eisner, Mrs. Ipp, Mrs. Kelly, Mrs. Miggins, Ms. Chenofsky Singer, and Mr. Banick. Ms. Sherman 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 18th as submitted. 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 #5613 - #5662 and payrolls as directed by the Township amounting to $549,241.92 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. Miggins 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.

Mrs. Kelly asked who the is the vendor Midwest Tape? They provide non-print materials and Hoopla. Mrs. Kelly asked who is the vendor Vertilocity? They provide IT services. Mrs. Binder asked who is the vendor Mindfulness Meeting Places, LLC? This was a Teen Program on meditation.

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 May 2nd Fireside Book Club program. The book was "Klara and the Sun" by Kazuo Ishiguro. Millburn Library Board Trustee Sara Sherman was the moderator. It was a very different book from what the group usually reads. It was a nice group of participants who were very engaged with lots of comments regarding the book. Mrs. Binder informed the Board that the Book Club will continue to meet on Zoom when they resume in October. Mrs. Binder thanked Ms. Sherman for doing a terrific job. The Fireside Book Club will resume in the fall. Stay tuned for upcoming information regarding books and facilitators. Mrs. Binder is looking forward to a good new year. In closing Mrs. Binder thanked Mrs. Kelly for her work on the Friends Annual Book Sale stating that Mrs. Kelly is truly a "one woman show."

Mrs. Kelly reported on Programs. The April programs were very successful. The "Create a Monarch Way Station in your own Backyard" on April 19th with presenter Rene Linden-Paparian of the Millburn Township Green Team had good attendance and was very well received. The coordinated program on April 19th, Milkweed seeds placed in the Little Free Library at Taylor Park for people to take was a great success as well. Mrs. Kelly received wonderful feedback from happy patrons. They received a large donation from a patron who was pleased with Milkweed seeds program. Going forward the Friends would like to try to stay in step with other Township programs with a complimentary one of their own. The Friends had fun at the Millburn-Short Hills Street Fair on Sunday April 24th. Their booth where they handed out books and flyers regarding Friends events did well.

On Sunday May 22nd the Friends attended the South Mountain Civic Association Street Fair commemorating their 100th Anniversary. Museum Night was held on Monday May 16th in person. Thirty-five people attended the program titled "Matisse's Universe: Uncover the Secrets of The Red Studio with Larissa Bailiff." The moderator for the evening Larissa Bailiff was wonderful. The Friends will be marching in the Millburn Memorial Day Parade on Monday May 30th. The Little Free Library at the Millburn Township Pool will be restocked and open for the season on Saturday May 28th.

The Friends will once again participate in the weekly Farmers Market beginning in June. The Friends are happy to announce that they will again be sponsoring the Summer Reading Programs at the Millburn Library and well as the Children's Summer Programs and prizes. Mrs. Kelly said that the Friends are proud to do this every year. The Annual Book Sale remains on track. 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. The donation period for the sale ended on Saturday May 21st. The materials are 90% sorted. Volunteers continue to sort and get things ready for the sale. On Preview Night if a customer shows a receipt from a local shop they will receive a free paperback book. The Friends are supporters of shopping locally. The bag sale will be extended to

Wednesday June 8th. In closing Mrs. Kelly said that after the bag sale they will donate what they can and recycle the rest. Mrs. Ipp asked if the Friends have their membership information available at the Little Free Libraries. They do not. The Board suggested that they laminate and adhere a QR Code to the Little Free Libraries in town with the information. Mrs. Kelly liked the idea and will proceed accordingly.

Mrs. Binder thanked Mrs. Kelly for her report.

Mrs. Miggins reported on a Mayors meeting she attended in Atlantic City with representatives of Governor Murphy. At the meeting Mrs. Miggins voiced her displeasure with the recent distribution of grant money from the New Jersey Library Construction Bond Act of 2017. She informed the representatives that no matter the community, people do not like to be treated disrespectfully. She also told the representatives that the State must provide clear instructions for filling out grant applications. This information may have helped the Millburn Library write a better grant application. When Mrs. Miggins receives information on possible available grants for the Township she passes the information to the Township Business Administrator who forwards it to the right people to write the grant application. Mrs. Miggins asked Mr. Banick to forward her any information in the future for grants that may be available for the Library. She will forward it to people who can help with the applications.

DIRECTOR'S REPORT

Mr. Banick reported on the Renovation. The renovation is close to be complete. Back ordered furniture is due tomorrow Tuesday May 24th. Countertops are due to be delivered and installed by the end of May.

Mr. Banick reported on Finance. The Library is in good shape at this point in the fiscal year.

Mr. Banick reported on Personnel. The contract between the CWA Local #1031 and the Library remains in status quo. There will be a negotiation meeting between the two parties on Monday June 6th. The ad for a Part-Time Librarian 1 with World Language experience will be placed soon.

Mr. Banick reported on Buildings & Grounds. Repairs not related to the renovation were performed in early May.

Mr. Banick reported on Statistics. April statistics continue to be down. Visitation was down YTD. Circulation is down YTD. Mrs. Eisner asked if the Reference numbers have picked up. The reference interaction numbers are holding for now. Mr. Banick stated that the librarians will continue to work on being proactive and approachable, perhaps by initiating interactions. They need to expand on this area of public service as well as promoting the Library's programming and services.

Mr. Banick reported on Professional Development. Mr. Banick as well as one other staff member will be attending the NJLA Conference in Atlantic City from June 1st – June 3rd.

Mr. Banick reported on Election Day. Voting for the New Jersey primary election will take place in the Children's Department on Tuesday June 7th. The Children's Department will be closed on that day.

Mr. Banick reported on a bequest to the Library. Mr. Stetson Mead Baker, lifelong resident of Short Hills, passed away on March 3rd 2022. He very generously remembered the Millburn First Aid Squad and the Millburn Free Public Library in his last will and testament.

Mrs. Binder thanked Mr. Banick for his report.

COMMITTEE REPORTS:

There were no Committee Reports.

OLD BUSINESS:

There was no Old Business.

NEW BUSINESS:

Mrs. Binder introduced Resolution No. 2022-0501 prepared by the Millburn Township Attorney:

> RESOLUTION AUTHORIZING THE LIBRARY DIRECTOR TO SERVE AS AN AUTHORIZED SIGNATORY TO ACCEPT AN ALLOCATED DONATION FROM THE ESTATE AND TRUST OF STETSON MEAD BAKER

Mrs. Binder asked for a motion to accept Resolution No. 2022-0501 as read by title. Mrs. Eisner so moved. Ms. Chenofsky Singer seconded. All were in favor.

Mrs. Binder then asked for a voice vote.

The Secretary to the Board Mrs. Ipp then called the vote:

Ms. Chenofsky Singer	Yes
Mrs. Miggins	Yes

Mrs. Kelly	Yes
Mrs. Ipp	Yes
Mrs. Eisner	Yes
Ms. Sherman	Absent
Mrs. Binder	Yes

Mrs. Kelly asked when the Dufner paintings will be rehung in the Library. This will occur on the morning of Wednesday May 25th.

Ms. Chenofsky Singer informed the Board that there are two blind spots in the Children's Department. The children's librarians agree that these blind spots exist. Ms. Chenofsky Singer and the children's librarians are concerned that if something happens and they are unable to see it, the Library may incur liability. Ms. Chenofsky Singer asked that mirrors be installed for visibility in these blind spots. Mr. Banick will look at the spots and report back to the Board.

The Board went into Executive Session at 8:30 p.m. to discuss legal and personnel matters. The Board came back into Regular Session at 8:35 p.m.

Mrs. Binder reminded the Board that the next meeting will be on Monday June 20th at 7:30 p.m. in person in the Williamsburg Room.

Mrs. Binder informed that Board that as in previous years there will be no Board meetings in July and August. Mrs. Eisner will go over the bills as usual so that they will be processed and mailed on time. If any emergencies arise over the summer the Board will be called into session.

Mrs. Binder wished the Board members a "Happy Memorial Day and a healthy, happy summer."

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

The meeting adjourned at 8:40 p.m.

Respectfully Submitted,

Patricia Giambattista