MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING

May 28, 2020

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Thursday, May 28, 2020 at 7:30 p.m. via Zoom. Present were: Mr. Gaylord, who presided, Mrs. Binder, Mrs. Eisner, Mrs. Burstein, Mrs. Ipp, Mrs. Kelly, Ms. Sherman, and Mr. Banick.

Mr. Gaylord opened the meeting and read the Sunshine Law Announcement.

MINUTES:

Mr. Gaylord stated that there were nor minutes to review.

FINANCIAL REPORT:

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

Vouchers #4483 - #4520 and payrolls as directed by the Township amounting to $364,795.88 and charged to the Library's appropriation were approved for payment or ratified for payment.

Mr. Gaylord 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. Binder. All were in favor.

Vouchers #4521 - #4559 and payrolls as directed by the Township amounting to $234,353.14 and charged to the Library's appropriation were approved for payment or ratified for payment.

Mr. Gaylord asked for a motion that the Bill Lists for April be approved. Mrs. Ipp made a motion to approve the Bill Lists as submitted. The motion was seconded by Mrs. Burstein. All were in favor.

Vouchers #4560 - #4589 and payrolls as directed by the Township amounting to $138,923.92 and charged to the Library's appropriation were approved for payment or ratified for payment.

Mr. Gaylord asked for a motion that the Bill Lists for May be approved. Ms. Sherman made a motion to approve the Bill Lists as submitted. The Motion was seconded by Mrs. Burstein. All were in favor.

The Bill Lists were approved as presented.

The Board asked if museums will be issuing credits to libraries due to COVID 19. Mr. Banick will find out. The Board asked who the vendor "The Doll Loft" is. This is a children's program.

PUBLIC COMMENTS:

Mr. Gaylord asked if there were any Public Comments. Mrs. Kelly reported for the Friends. The Friends have not met since the beginning of March. The Little Free Library's located throughout town have not been refilled since March 19, 2020. They will be refilled when the circumstances permit. When the Board is able to meet again they will discuss funding for the Summer Reading Program and Virtual Programs. All in person summer programming and the gala have been cancelled. The Board was able to get a refund for the insurance on the gala. The Annual Book Sale is cancelled for 2020. The book cart on the first floor is suspended until future notice. The Friends are part of the AmazonSmile program that donates 0.5% of your eligible purchases. They ask that everyone spread the word.

DIRECTOR'S REPORT

Mr. Banick reported that the last day the Library was open for business was Friday, March 13, 2020. It was expected that the closure under Executive Order 107 would only last two weeks. Once it became an extended closure the library opened its Virtual Library.

Mr. Banick reported on the Reopening Plan. The Township's DPW will install all of the plexiglass barriers. Signage was done by banickgraphics and will be installed by the Library's maintenance staff. PPE for staff is on order and will be on hand when the library reopens.

The Board asked how many books are still out. Around 16,000 items are checked out. The due date is not staggered so they will all be due when the Library reopens. To handle the returns the Library will open the book return bins before the building reopens. The Board then discussed ways to help alleviate the stress of the returns. They included emptying the returns multiple times a day, hourly if needed. Putting extra bins outside. This was decided not to be feasible for security reasons. Staff members being assigned outside to collect the books from patrons. This would be hard to implement with

inclement weather. Patrons returning items by their address (odd/even) or by last name. Mr. Banick will look into this one and report back to the Board. In closing the Board felt that one of the most important things is that the public be aware of the new rules regarding returns. They asked that the new rules be publicized in the local papers as well as on the Township's and Library's websites. Mr. Banick will see that this is done.

Mr. Banick reported that he gave a copy of the reopening plan and its phases to the Township Administrator, Health Officer, and Fire Chief/Head of OEM. The Fire Chief had some suggestions that have been incorporated. The Board agreed that the plan is good and liked the idea of a Phase Zero. They feel that it helps patrons understand how the Library will move forward when they are given the ok to reopen to the public.

Mr. Gaylord asked for a motion to accept the Reopening Plan for the Millburn Public Library as submitted. Mrs. Binder made a motion to accept the Reopening Plan. Mrs. Eisner seconded the Reopening Plan. All were in favor.

Mrs. Eisner asked if the Library was still going to be a polling station for the Primary Election on Tuesday, July 7, 2020. Mrs. Burstein said that she would ask the Township Clerk. The Board feels that the Library may not be an ideal site and that one of the local schools may be a better choice.

COMMITTEE REPORTS:

The Building & Grounds Committee reported that they met and came up with (6) projects that were reworked to (3) projects to submit for the grant proposal for the upcoming renovation. They are as follows:

Project (1):

- Interior / All Rooms
    a. Computer Equipment
    b. Data Cabling
    c. Service Desks
    d. Relocate Teen Area
    e. Quiet Study Rooms on Mezzanine
    f. Update Meeting Rooms
    g. Create office space for staff off desk work

Project (2):

- Replace Boiler

Project (3):

- From the Master Plan / Exterior Work and Miscellaneous Masonry Work

The Committee then gave the information of the funding for the three Projects.

Project (1): $1,700,000.00

- State of NJ - $875,000.00
- Millburn Library Fund Balance - $675,000.00
- Township of Millburn Capital - $150,000.00

Project (2): $326,000.00

- State of NJ - $163,000.00
- Millburn Library Fund Balance - $93,000.00
- Township of Millburn Capital - $70,000.00

Project (3): $154,000.00

- State of NJ - $77,000.00
- Millburn Library Fund Balance - $77,000.00

The total for all (3) Projects is: $2,180,000.00

Mr. Gaylord asked for a motion to approve Project (1) as submitted. Mrs. Eisner made a motion to approve Project (1). Mrs. Kelly seconded. All were in favor.

Mr. Gaylord asked for a motion to approve Project (2) as submitted. Mrs. Burstein made a motion to approve Project (2). Mrs. Eisner seconded. All were in favor.

Mr. Gaylord asked for a motion to approve Project (3) as submitted. Mrs. Burstein made a motion to approve Project (3). Ms. Sherman seconded. All were in favor.

OLD BUSINESS:

There was no Old Business.

NEW BUSINESS:

The Board discussed meeting in June 2020. They will revisit the plans before the scheduled meeting on Monday, June 15, 2020.

When the Library reopens to the Public the Board would like disposable face masks to be handed out as a courtesy for a short period of time.

The was no Executive Session.

Mr. Gaylord asked if there was any further business before the Board before adjournment.

Seeing none Mr. Gaylord requested a motion to adjourn the meeting. Mrs. Eisner "so moved". Mrs. Binder seconded. All were in favor.

The meeting adjourned at 8:35 p.m.

Respectfully Submitted,

Patricia Giambattista