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

**May 20, 2024**

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday May 20th 2024 at 7:30 p.m. Present were: Ms. Sherman, who presided, Mrs. Eisner, Mrs. Binder, Mrs. Kelly, Ms. Chenofsky Singer, Ms. Panarelli and Mr. Banick. Mr. Cohen was absent.

Ms. Sherman opened the meeting and read the Sunshine Law Announcement.

## MINUTES:

Ms. Sherman asked the Board to review the minutes.

Ms. Sherman asked for a motion to accept the minutes of April 15th 2024 as submitted. Mrs. Binder 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 #6810 - #6872 and payrolls as directed by the Township amounting to $230,148.75 and charged to the Library's appropriation were approved for payment or ratified for payment.

Ms. Sherman 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 Mrs. Eisner. All were in favor.

The Bill Lists were approved as presented.

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

Mrs. Eisner informed The Board about a new vendor Library Systems & Services. They are a private for-profit company that manages libraries on an outsourced basis. Millburn has entered into a contract with them for one year for a Library IQ Analytics Subscription in the amount of $4,600.00. The Board then held a discussion on the need for the contract. Concerns discussed included:

- Expense

- Privacy of patrons
- Can the Library add a service through the current system with BCCLS
- Can current staff handle gathering the data in-house
- Are there other firms that offer the service
- Did the Library look at other services
- Did the Library go out for competitive bids

BCCLS does not offer a service to gather the information needed therefore making it impossible for the staff to gather any statistics. In closing, the Board agreed to try the service with a one year contract with Library Systems & Services. They will revisit renewing the service in 2025.

The Board asked if the payment of $995.00 to Innovative Document Imaging LLC is for one year. It is.

The Board asked who is the vendor Kwan Yee. Mr. Yee is providing two ELL Classes (Beginner and Intermediate) for a total of sixteen sessions beginning on April 23rd and ending on June 12th.

The Board asked if the Solomon R. Guggenheim Foundation museum pass in the amount of $500.00 is for one year. It is.

**PUBLIC COMMENTS:**

Ms. Sherman asked if there were any Public Comments. Mrs. Kelly reported for the Friends.

The Friends Annual Book Sale was a great success. The sale grossed $17,214.00. This is up $432.00 over 2023. Sixty-two student volunteers logged 259 hours. Adult volunteers, whose hours are not logged, were a great help as well. This year two special needs students volunteered as well. One was from Livingston who came along with his coach. The other was a student at the Millburn Middle School who came with his Mom. The Friends were thrilled to have their help this year.

Educator Appreciation Afternoon was a success and much appreciated by the school staff. The Friends will be holding this day again next year.

There was less inventory leftover from this year's sale. Leftover materials were donated to the Essex Book Pantry and the Literacy Volunteers of America. Materials were also kept to stock the Friends sale cart located in the Library and for the Little Free Libraries located in town.

Tote bags are now available for sale at the Circulation Desk for $10.00 each.

The book discussion held on Monday May 6th had a great discussion lead by Friends member Sara Sherman. Seventeen people were in attendance. Ruth Binder and Michelle Brubaker are in the process of working on next year's reading selections and moderators.

The program "The Glitter & The Gold: Fashioning America's Jewelry with Ulysses Dietz" will be held on Wednesday June 5th. This program is jointly sponsored with the Millburn Historical Society.

The Friends are once again happy to sponsor the Summer Reading Program for the adults, teens and children's departments.

Ms. Panarelli asked if the Millburn Librarians have an outreach program where they visit the schools within the Township. She works at the Hartshorn Elementary School and cannot remember anyone on staff visiting the school. Mr. Banick said that the staff does go to the local schools. They have been to the Millburn Middle School and the Wyoming Elementary School this year. The Board asked Mr. Banick to put an outreach plan in place for the Fall of 2024 so that if they wish, all Township schools are visited by a Librarian.

The Friends will be participating in the Millburn Township Memorial Day Parade on Monday May 27th.

Ms. Sherman thanked Mrs. Kelly for her report.

## DIRECTOR'S REPORT

Mr. Banick reported on Buildings and Grounds. The roof scan has been completed. The Library is waiting on the final report. The Library is waiting on the third elevator proposal. The HVAC system underwent routine maintenance. The Quiet Rooms were painted.

Mr. Banick reported on Personnel. Mr. Banick and Librarians Elizabeth Miller Boose, Sarah Pardi, Janis Werner and Tara Murphy will be attending the Annual NJLA Conference held in Atlantic City from Wednesday May 29th to Friday May 31st. Mr. Banick and Librarian Jon Michaud will be attending the Annual ALA Conference held this year in San Diego from Thursday June 27th to Tuesday July 2nd.

Mr. Banick reported on Finance. The Library remains on track for this point of the fiscal year 2024. The Library will adopt its Operating Budget for 2024 in June after the Township adopts their Budget.

Mr. Banick reported on Technology. New computers have been installed at all public workstations per Millburn's service agreement with BCCLS.

Ms. Chenofsky Singer inquired about the two family pool memberships for the 2024 season that the Library purchased. Are they for patrons to borrow? They are and will be available through the Library of Things. The Board asked why just the pool? Why not pickleball and tennis too? They also asked whose idea it was. Mr. Banick said that it was the Library who approached the Township. The passes will be available to Millburn residents only and they can borrow only twice during the 2024 season. The Board stated that they find this "interesting." They will see how everything goes this summer before committing to doing it again in 2025.

Mr. Banick reported that the credit card system for use with the public printer is having some installation issues. The Library hopes to have it installed and running by the end of May.

Mr. Banick reported on Statistics. The numbers for 2024 remain strong YTD. There were 104 programs with over 2,000 attendees last month.

Mr. Banick reported on the Steinway B Piano. The Steinway B was gifted to the Library in 1977 by the Women's Club of Millburn. Over the last forty-seven years the Library has maintained and serviced the piano to insure optimal performance. With the upcoming renovation of the second floor, it may be the perfect time to send the piano out to an authorized Steinway service technician in New York for specialized tuning and service. The estimated starting point cost is $52,000.00.

The Board then held a discussion on the matter. The following were discussed:

- Is the cost for this piano service out of line with the use of the Library
- What is the main use of the piano
- Who or what organizations rent the piano
- Does the Library have a current piano concert program
- Does the piano generate revenue for the Library
- What is the trade-in value
- Should the Library purchase a less expensive piano
- Will the rehab affect the quality and tone of the piano

Ms. Chenofsky Singer stated that the refurbishing is well worth the money. It is a Steinway B and it would be a shame to let such a prized possession fall into disarray. Mrs. Eisner agreed saying that the instrument is an asset to the Library just like the Dufner paintings that hang on the first floor. It also plays an essential part in programming at the library.

Mr. Banick informed the Board that the rentals for its use generate $8,000.00 per year for the Library.

In closing the Board wants to be responsible with such a large expense. They asked Mr. Banick to reach out to an expert in the field for their guidance on how to proceed.

Mr. Banick will do this and report back to the Board.

Mr. Banick reported on the Summer Reading Program for 2024. The program starts on Monday June 17th. Mr. Banick thanked the Friends for their sponsorship and continued support of the yearly program.

Mr. Banick reported that recently the Library has been holding after-hours programming events. They have been showing success. The plan is to continue them going forward.

Mr. Banick reported that the Millburn Township Art Advisory Committee will be holding its Annual Art Advisory Committee Art Scholarship Awards Ceremony. The event will take place on Tuesday May 21st beginning at 6:30 p.m. in the Auditorium. Mr. Banick invited the Board to stop by if they can.

Mr. Banick reported that neighboring libraries who have renovation plans have recently stopped in to see Millburn's first floor renovation.

Ms. Sherman thanked Mr. Banick for his report.

## COMMITTEE REPORTS:

There were no Committee Reports.

## OLD BUSINESS:

Mr. Banick reported that the shelving and the end panels for the Mezzanine are on order. Mr. Banick asked the Board to look at the handout regarding privacy pods for the Mezzanine. Four pods would be installed on the outer wall adjacent to the quiet rooms. The cost is $15,000.00 each. The Board will be able to look over and pick out which options they would like in the pods. The total cost for all Mezzanine renovations is about $140,000.00. The Board likes the idea of the pods. Their concern is safety monitoring. Mr. Banick said that will not be an issue as there are security cameras in place on the Mezzanine.

Mrs. Kelly asked Mr. Banick how room rentals work in regards to notice going out to the public and who handles registrations for events. She was approached and asked about a recent weekend program held at the Library. Mr. Banick said that the Library rents the rooms per the Meeting Room Policy. Then all services on the Library's end follow the rental agreement. The room setup is one example. Mr. Banick said that the Library does not get involved with the registrations or management of any programs held at the Library. Mrs. Kelly asked about room capacity and enforcement. Mr. Banick said that room capacities are clearly stated in the room rental agreement and that the Millburn Fire Department is the enforcement entity. Ms. Chenofsky Singer asked if the group renting the room takes out any kind of liability fee. Mr. Banick said that each group signs a hold harmless agreement with the Library.

In closing the Board feels that the current policy is good and servicing the library well. After the second floor renovation is complete, they will revisit the Meeting Room Policy to tighten up any gray areas. Mrs. Eisner said that they will also have the Board's Attorney, Douglas S. Zucker, review any changes to the policy.

**NEW BUSINESS:**

There was no New Business.

There was no Executive Session.

Ms. Sherman asked if there was any further business before the Board before adjournment.

Seeing none, Ms. Sherman requested a motion to adjourn the meeting. Mrs. Kelly "so moved." Mrs. Eisner seconded. All were in favor.

The meeting adjourned at 8:40 p.m.

Respectfully Submitted,

Patricia Giambattista