MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING

June 16, 2025

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday May 16th 2025 at 7:30 p.m. Present were: Ms. Sherman, who presided, Ms. Chenofsky Singer, Mr. Cohen, Ms. Panarelli, and Mr. Banick. Mrs. Eisner, Mrs. Binder, and Mrs. Kelly were 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 May 19th 2025 as submitted. Ms. Chenofsky Singer so moved. Mr. Cohen seconded. All were in favor.

FINANCIAL REPORT:

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

Vouchers #7550 - #7597 and payrolls as directed by the Township amounting to $508,174.61 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 April be approved. Mr. Cohen made a motion to approve the Bill Lists as submitted. The motion was seconded by Ms. Panarelli. All were in favor.

The Bill Lists were approved as presented.

Ms. Chenofsky Singer asked what the Township of Millburn Payments on the Handwritten Bill List are for. They are Payrolls.

Mr. Cohen asked who is the vendor JanWay Company. They supply promotional products.

Mr. Cohen asked who is the vendor Lyrasis. They provide information resources developed especially for libraries that support literacy within the community.

Mr. Cohen asked if the payment to Trane is for HVAC work. It is.

PUBLIC COMMENTS:

Ms. Sherman asked if there were any Public Comments. Mrs. Kelly's Friends Report is included in the packet for the Board.

Mr. Cohen said that the Friends will be participating once again in National Night Out on Tuesday August 5th.

Ms. Sherman said that the Little Free Libraries are ongoing.

Mr. Banick said that the Friends will also be participating in the Library's Community Picnic scheduled for later this year.

Ms. Sherman thanked Mrs. Kelly for forwarding her report.

DIRECTOR'S REPORT

Mr. Banick reported on Buildings & Grounds. The elevator work has been delayed. Otis Elevator was waiting on a backordered part. They are scheduled to return on Monday June 23rd to finish the project.

Mr. Banick reported on the Second Floor Renovation. The Library was closed from Tuesday June 17th to Thursday June 19th for asbestos abatement.

Mr. Banick reported on Professional Development. Mr. Banick and Librarian Mary Moore attended the NJLA Conference in Atlantic City. The ALA Conference 2025 will be held from June 26th to June 30th in Philadelphia, Pennsylvania. Mr. Banick, Librarian Jon Michaud, and Librarian Elizabeth Miller Boose will be attending.

Mr. Banick reported on Finance. Revenue and Expenses are being met YTD. Expenses show an increase because of Second Floor renovation Capital Project. Mr. Cohen stated that although he likes the new monthly finance report, it still is somewhat distorted due to the Fund Balance. Adding the Capital Fund and Bequest together when the Bequest funds are not being used for the renovation work is confusing. Mr. Banick agreed that Mr. Cohen is correct. He will adjust the report for June 2025.

Mr. Banick reported on Technology. The installation of the 12 new public computers and 8 staff computers that will support Windows 11 is complete.

Mr. Banick reported on Statistics. Visitation is down. Circulation is on track. Reference continues to be down. YTD the numbers are okay.

Mr. Banick reported on Programming. The Board began by saying that they like the new reporting format. It helps to make clear the number of attendees per program.

Mr. Banick reported on the Summer Reading Program. The Summer Reading Program for adults, teens, and children begins on Monday June 23rd. Ms. Panarelli mentioned that many of her students are unaware of the resources that are offered at the Library. Mr. Banick said that he will make this part of the Librarians Community Outreach going forward.

Mr. Cohen asked if the renovation is on schedule for completion by Labor Day. Mr. Banick said "yes" on the condition that furniture and AV equipment is delivered on schedule.

Ms. Sherman asked if the Township Committee will be using the Library's facilities for their monthly meetings while Town Hall's renovation is ongoing. Mr. Cohen said that he was not sure. The Board of Education facilities setup is a good one and they may stay there.

Ms. Sherman thanked Mr. Banick for his report.

COMMITTEE REPORTS:

There were no Committee Reports.

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OLD BUSINESS:

There was no Old Business.

NEW BUSINESS:

Mr. Banick requested that the July 21st Board Meeting be canceled and be held only if a need arises.

Ms. Sherman "so moved." Mr. Cohen seconded. All were in favor.

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. Mr. Cohen "so moved." Ms. Panarelli seconded. All were in favor.

The meeting adjourned at 7:55 p.m.

Respectfully Submitted,

Patricia Giambattista