MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING

June 17, 2024

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday June 17th 2024 at 7:30 p.m. Present were: Ms. Sherman, who presided, Mrs. Eisner, Mrs. Binder, Mrs. Kelly, Ms. Chenofsky Singer, Mr. Cohen, Ms. Panarelli and Mr. Banick.

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 20th 2024 as submitted with a correction on page five, paragraph six, first sentence. Remove Ms. Chenofsky Singer's name and replace it with "The Board." Mrs. Eisner so moved. Mrs. Kelly seconded. Mr. Cohen abstained. All others were in favor.

FINANCIAL REPORT:

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

Vouchers #6873 - #6931 and payrolls as directed by the Township amounting to $193,541.35 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 June 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.

PUBLIC COMMENTS:

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

The Friends received a $5,000.00 donation from the Beshel Family. The Friends are very thankful and grateful for the family's continued generous support.

The program "Glitter & The Gold: Fashioning America's Jewelry with Ulysses Dietz" was well attended with fifty participants.

The Fireside Book Discussions will be back in October. This program will continue to be held online via Zoom.

The Friends participated in the annual Millburn Township Memorial Day Parade held on Monday May 27th. Participants had a fabulous time.

The Friends are sponsoring the Summer Chess Camp.

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

The Board asked if the Friends sponsored the Library's 2nd Pride Event held on Saturday June 8th. They did not. Mr. Banick said that the program was sponsored using leftover funds donated for last year's program by Beth Levithan, mom of American young adult fiction author David Levithan. The Board said that the event was very nice.

Ms. Sherman thanked Mrs. Kelly for her report.

DIRECTOR'S REPORT

Mr. Banick reported on Buildings and Grounds. The Library has received all three elevator proposals. Mr. Banick recommends staying with the current provider, OTIS Elevator Company. They are the lowest bidder. The Board asked how long the bids are valid. Mr. Banick said around six months. The Board will revisit the elevator closer to the start of the Renovation.

Mr. Banick reported on the Renovation. The plans are almost ready for the Board's final review. The Board will need to look at the timing of the proposed plans. The Renovation will need to begin after the November 5th General Election and be finished before the June 2025 primaries.

Mr. Banick reported on Personnel. Probationary staff members Barcley Julot, Mary Moore and Laura Sims will complete their probationary work period at the end of June. Mr. Banick recommends their permanent Civil Service appointment. The Board agreed. Mr. Banick said that the Annual NJLA Conference held in Atlantic City was good for professional development. Mr. Banick and Librarian Jon Michaud will be attending the Annual ALA Conference held in San Diego from Thursday June 27th to Tuesday July 2nd.

Mr. Banick reported on Finance. The Library will discuss and adopt its Operating Budget for 2024 under New Business.

Mr. Banick reported on Statistics. The numbers remain strong for 2024 YTD.

Mr. Banick reported on Programming. Summer Reading begins on Monday June 17th. Mr. Banick thanked the Friends for their sponsorship and continued support of the annual program. The Friends once again have purchased wonderful prizes for the winners. The two pool passes have been checked out. The Library has purchased a Long Branch season beach pass for a family. The Par 3 Golf membership has been set up with the Recreation Department and is available for borrowing. The Board asked how much the Par 3 Golf membership costs for the season. It is $107.00.

The Board then held a discussion on other borrowing opportunities for patrons. They asked Mr. Banick to contact the Arboretum to see if their relationship with the Turtle Back Zoo could help with Essex County allowing the Zoo to join Millburn's Museum Pass Borrowing Program. Another relationship they would like Mr. Banick to explore is with the Paper Mill Playhouse. Mr. Banick will reach out to these organizations and report back to the Board.

Mr. Banick reported that the Library received a $5,400.00 insurance check from the Township's JIF for the damage to the outdoor book drop.

Mr. Banick reported that the Library will participate in the Police National Night Out on Tuesday August 6th at Taylor Park.

Mr. Banick reported that the Millburn Library will host the BCCLS System Council Meeting on Thursday June 20th. Board members are invited and welcomed to attend.

Ms. Sherman thanked Mr. Banick for his report.

COMMITTEE REPORTS:

There were no Committee Reports.

OLD BUSINESS:

Mr. Banick reported on Outreach. Librarians were invited to some of the local schools and the Strawberry Festivals. Mr. Cohen asked Mr. Banick to have Librarian Mary Moore connect with Kristina Sternesky, the Township's Public Information Officer. This is a valuable resource in the Township that should be used. Mr. Banick will do this.

The Board asked if there were any updates regarding the piano. Mr. Banick had a professional look at the piano and is awaiting the report.

NEW BUSINESS:

The Board held a discussion on the Library's Operating Budget for 2024. Capital Improvements is the largest line item. Once the second floor Renovation is complete the Board will look at how to invest any leftover funds in 2025. The BCCLS line item will go up in 2025 by 4%. Research Databases has increased due to the Library adding more items and cost increases. The Board asked if the Postage line item should be increased due to rate increases. Mr. Banick said "no." The Library does not have large volumes of mail. The Board asked what makes up the Service Contracts line item. It consists of yearly contracts and maintenance on equipment. The Board asked what is charged to the Substitutes line item. It is used to cover staff absences that affect the schedule. The Board asked if the Salary line item is set for the year. It is. The figure covers contracted salaries for 2024. The Board asked if the after-hour programming impacts the Library by way of overtime paid to staff members. It does not. Staff that work the programs switch their schedules to cover the event. On rare occasions overtime may need to be paid.

Ms. Sherman asked are there any more questions or concerns regarding the Library's Operating Budget for 2024. Seeing none she requested a motion to adopt the Library's 2024 Operating Budget. Mrs. Eisner "so moved." Ms. Chenofsky Singer seconded. All were in favor. Mr. Banick thanked the Board.

The Board then held a discussion on the Special Masters Report. A judge is set to rule on Wednesday July 3rd regarding the location for the Affordable Housing Units in Millburn.

Town Hall is looking to renovate. If the project moves forward they will need to hold their various Board and Committee Meetings elsewhere. One location being looked at is the Library. The Board feels that they want to be a good neighbor and try to accommodate them while minimizing disruption to the Library's Meeting Room Schedule. A few issues of concern would need to be addressed. They are as follows:

- Meeting times
- Overtime pay to Library Maintenance Staff to accommodate late meetings

The Board feels that a Town Hall renovation is not in the immediate future and that they can revisit the issue when and if it arises.

Mr. Banick requested that the Board of Trustees Meeting for July be cancelled. Payrolls and Bill Lists will be paid. If needed the Board can hold an Emergency Meeting.

Ms. Sherman asked if three were any concerns regarding cancelling the July 2024 Meeting. See none, Ms. Sherman requested a motion to cancel the July 2024 Board of Trustees Meeting. Mrs. Kelly "so moved." Mrs. Binder seconded. All were in favor. Mr. Banick will properly post the cancellation notice for the public.

The Board stated that they like the new revamped Millburn Library Newsletter done by Librarian Mary Moore. Mr. Banick will let her know.

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. Eisner "so moved." Mrs. Binder seconded. All were in favor.

The meeting adjourned at 8:30 p.m.

Respectfully Submitted,

Patricia Giambattista