MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING

June 19, 2023

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday June 15th 2023 at 7:30 p.m. Present were: Mrs. Binder, who presided, Mrs. Eisner, Mrs. Ipp, Mrs. Kelly, Ms. Sherman, Ms. Chenofsky Singer, Mr. Cohen and Mr. Banick.

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 May 15th 2023 as submitted. Mrs. Eisner so moved. Mrs. Kelly Singer seconded. Mr. Cohen abstained. The remaining Board members were in favor.

FINANCIAL REPORT:

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

Vouchers #6263 - #6314 and payrolls as directed by the Township amounting to $184,463.45 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. Ms. Chenofsky Singer made a motion to approve the Bill Lists as submitted. The motion was seconded by Mrs. Kelly. All were in favor.

The Bill Lists were approved as presented.

The Board asked who is the vendor Zoobean. This vendor is an education-based firm that promotes reading and literacy.

The Board asked who is the vendor Thirsty Radish. This vendor provided a program on seasonal dining.

The Board asked who is the vendor Words Book Store. They provided books for a program.

The Board asked who is the vendor Spook Handy. He is presenting a musical program in July.

The Board asked why the Township of Millburn is on the Handwritten Bill List. These are the wire transfers for payrolls, retroactive pay and sick time sell back.

The Board asked who is the vendor Titan Consulting Group. This firm provides year end work for the annual audit.

The Board asked who is the vendor Library Strategies. This firm is providing the Strategic Planning Services.

The Board asked who is the vendor Ingram. They are one of the Library's book vendors.

The Board asked who is the vendor Brainfuse Online. They are an online tutoring provider.

PUBLIC COMMENTS:

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

Mrs. Kelly reported that Chess Classes continue to do very well. They will continue through the summer months. The Friends are sponsoring a Summer Chess Camp as well.

Mrs. Kelly reported that the Friends are once again sponsoring the Summer Reading Program prizes.

Mrs. Kelly reported that The Friends were very proud to present checks to the Library Director to sponsor the Summer Reading Program, Museum Passes and to reimburse the Library for certain expenses associated with the Annual Book Sale.

Mrs. Kelly reported that the Fireside Book Discussion schedule for Fall 2023 has been finalized.

Mrs. Kelly reported that the Friends freshened up the garden on the main floor with summer plantings.

Mrs. Kelly reported that the Friends will once again happily participate in Police National Night Out 2023 and Rocktoberfest 2023.

Mrs. Kelly reported that the Little Free Libraries continue to be very active.

Mrs. Binder thanked Mrs. Kelly for her report.

DIRECTOR'S REPORT

Mr. Banick reported on Buildings & Grounds. Routine maintenance and inspections were performed.

Mr. Banick reported on Personnel. The interviews for the two part-time Library Assistant positions are complete. References will be checked. Offers will be made. Start dates for the two positions will be the beginning of July.

Mr. Banick reported on Finance. The 2023 Operating Budget is on tonight's agenda for discussion and adoption.

Mr. Banick reported on Statistics. Circulation, Visitation and Programming numbers are now being compared to May 2022 at the Glen Avenue location. Charts are included in the Boards packets for review.

Mr. Banick reported on Strategic Planning. The Strategic Planning Committee and the Library Strategies consultants have their report on tonight's agenda for discussion and adoption.

Mr. Banick reported on the Summer Reading Program. The 2023 Summer Reading Program "All Together Now" kicks off on Monday June 26th. Mr. Banick thanked the Friends for their support of the program.

Mrs. Binder thanked Mr. Banick for his report.

INCIDENT REPORT:

Mr. Cohen asked Mr. Banick to address and update the Board on two incidents that occurred at the Library.

The first incident was the removal of a minor child for violating the Library Code of Conduct. The child was removed by Director Banick for being too noisy. The child's father was very upset with this decision. The child was allowed reentry to the Library the following day.

The second incident involved a homeless man. The man was observed sleeping outside the Library by a maintenance staff member. The homeless man littered and used abusive language to the staff member. Upon entering the Library, the behavior continued. The Millburn Police were called and handled the situation from there. The next day the homeless man was back and made a personal mess outside the rear entrance to the Library. The Millburn Police were called. The man was arrested and banned from reentering the Library. He has not been back since.

Mr. Cohen said that the Township has been seeing an uptick in homelessness. Especially at the two train stations. The Township Committee and the Township Business Administrator are looking at ordinances on the books to see how the Township can proceed in addressing the issue.

COMMITTEE REPORTS:

There were no Committee Reports.

OLD BUSINESS:

There was no Old Business.

NEW BUSINESS:

The 2023 Operating Budget was discussed.

Topics included:

- Funding for the second-floor renovation and timing of the renovation
- Funding for staff salaries
- Increased funding for print and non-print materials
- Fund Balance
- Bequest Funds
- Designated Gifts Funds
- Capital Funds from the Township

In closing the Board agreed that the second-floor renovation will not begin until sometime in 2024. Once it is completed the Library's Fund Balance will go back down to the amounts of previous years.

The Bequest is not in the 2023 Operating Budget to be spent. The Board is in discussions for how it will be invested.

There is no anticipated Capital Funding from the Township for 2023.

Mrs. Binder asked if there was any future discussion on the 2023 Operating Budget.

Seeing none, Mrs. Binder requested a motion to adopt the 2023 Operating Budget for the Millburn Free Public Library. Mr. Cohen "so moved." Mrs. Eisner seconded. All were in favor.

The Strategic Plan was discussed. Library Strategies was hired by the Board to formulate a Strategic Plan for the Millburn Free Public Library.

Topics discussed were:

- Staff Survey results
- Four Focus Group Session results
- One on one interviews with community members results
- Demographics of the survey participants

In closing, the Board members from the Steering Committee said that the community members who participated in the one on one sessions really enjoyed speaking with the consultants. The Steering Committee also feels that new perspectives on the Library and its use were gained from the discussions.

The Board feels that they would not have garnered the same results and feedback if they had conducted the research on their own.

Mr. Banick went on to say that the consultants had only positive things to say regarding Millburn Library patrons.

In closing, the Board agreed that they will discuss the particulars of the survey and that tonight's report only reflects suggestions to the Board. If the Board feels that there is something contained in the report that they do not like, they will not follow through on the recommendation.

Mrs. Binder asked if there was any future discussion on the Strategic Planning Report.

Seeing none, Mrs. Binder asked for a motion to accept the Strategic Plan as presented and to move forward. Mrs. Eisner "so moved." Ms. Chenofsky Signer seconded. All were in favor.

Mrs. Binder lead a discussion on Board of Trustee Members also being Friends of the Millburn Library Board Members.

Topics discussed were:

- Conflicts of interest
- Any by-laws with the Friends that restrict the practice
- The Friends struggle to get new members
- The small size of the Boards
- Financial conflicts of interest
- One body seeing things differently than the other
- Library Trustee Group discouraging the practice
- Quorums
- Holding position of an Officer on both Boards

- Being a voting member on only one Board

The Board feels that it seems natural for an individual to serve on both Boards. These individuals have the Library's best interest at heart. To date there have been no conflicts.

In conclusion the Board decided that is not a conflict to be on both Boards. Officers of the Friends Board should not constitute a quorum of the Trustees Board at their meetings.

Mrs. Binder thanked everyone for their input.

Mrs. Binder requested a motion to cancel the July 2023 Board of Trustees Meeting and to have Mr. Banick put up Public Notice of the cancellation. Mrs. Eisner "so moved." Mrs. Kelly seconded. All were in favor.

Mrs. Binder requested a motion to authorize the payroll and bill lists for July and August 2023. Mrs. Kelly "so moved." Mrs. Ipp seconded. Ms. Chenofsky Signer abstained. The remaining Board members were in favor.

There was no Executive Session.

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

Mrs. Binder said "have a great summer everyone."

The meeting adjourned at 8:55 p.m.

*Note: Prior to the start of the meeting the Board congratulated Mrs. Ipp on her retirement and thanked her for her many years of service as the Millburn School Superintendent's Representative to the Board of Trustees. The Board presented Mrs. Ipp with a Certificate of Appreciation, a beautiful bouquet of flowers and a souvenir Millburn Library Card.

Respectfully Submitted,

Patricia Giambattista