MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING

June 20, 2022

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday May 23rd, 2022 at 7:30 p.m. Present were: Ms. Sherman, who presided, Mrs. Eisner, Mrs. Ipp, Mrs. Kelly, Mrs. Miggins, Ms. Chenofsky Singer, and Mr. Banick. Mrs. Binder 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 May 23rd as submitted with a correction on page 4 to change "be" to "being." Mrs. Eisner so moved. Mrs. Kelly seconded. All were in favor.

FINANCIAL REPORT:

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

Vouchers #5663 - #5727 and payrolls as directed by the Township amounting to $329,616.43 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. Ipp. All were in favor.

The Bill Lists were approved as presented.

The Board asked who the is the vendor Zoobean? They provide the web and mobile applications for the Summer Reading Program. Mrs. Kelly asked if Greenwood Gardens has resumed their museum membership for 2022. They have not.

PUBLIC COMMENTS:

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

Mrs. Kelly reported on the Friends Annual Book Sale. It was the most successful year with a net of $14,650.00. It was a great community event. Mrs. Kelly contributes much of its success to having an extra week to set up for the sale and as always amazing volunteers. The book dealers continue to be a source of frustration. However, they represent 20% of sales. Mrs. Kelly is going to reach out to other Friends groups to gain insight on how they handle their relationships with the dealers. Mrs. Miggins asked if CDs and DVDs will be accepted going forward. Mrs. Kelly is thinking about that. There were many leftovers from this year's sale. The Literacy Volunteers of America took some remaining books. Mrs. Kelly took some for stocking the Little Free Libraries and the sale cart in the Library. All remaining books were recycled. The sale will be moved back to the beginning of May in 2023. Mrs. Miggins asked if the parking worked out for the day. Mrs. Kelly said that it did and thanked Mrs. Miggins for her help.

Mrs. Kelly reported on the Founders Campaign. On June 14th the Friends presented the Library with a check in the amount of $104,400.00. $100,000.00 for the renovation and $4,400.00 for the Summer Reading and Summer Children's Programs. The Board and Mr. Banick thanked the Friends for their very generous donation and continued support for the Library.

Mrs. Kelly reported that the Friends marched in the Millburn Memorial Day Parade on Monday, May 30th. It was a wonderful morning and fantastic fun.

Mrs. Kelly reported that the Little Free Library opened at the Township Pool. It is a huge hit.

Mrs. Kelly reported on Public Outreach. The Friends will once again participate in the weekly Farmers Market beginning on Tuesday, July 12th. They will also have their tent setup on National Night Out on Tuesday, August 2nd. This is an annual community-building campaign hosted by the Millburn Township Police Department in Taylor Park.

Mrs. Kelly reported on Programs. Weekend Chess Classes continue to do well. Extra Saturday classes may be added to accommodate interest in the program. The Annual Chess Tournament is scheduled to be held on either December 10th or 17th. The Friends will meet at the end of July to plan for fall programming.

In closing Mrs. Kelly said that a ribbon cutting ceremony will be held in the Fall for the renovation. The Friends will receive the Community Service Award on Tuesday, June 17th at the Township Committee Meeting. All are invited to attend the 7:00 p.m. ceremony. The plaque will be displayed in the Library. The Board congratulated the Friends for the accomplishment.

Ms. Sherman thanked Mrs. Kelly for her report.

DIRECTOR'S REPORT

Mr. Banick reported on the Renovation. Feedback from the public has been positive. The Founders Plaque is in production and when ready will be installed in the lobby. A ribbon cutting ceremony is planned for the Fall.

Mr. Banick reported on Finance. Expenses are as expected for this point in the fiscal year. The Operating Budget for 2022 will be adopted during the New Business portion of tonight's meeting.

Mr. Banick reported on Personnel. The Library met with the CWA Local #1031 two weeks ago and presented the Township position regarding the contract. The next meeting between the two parties will be on Wednesday, July 20th. The ad for a Part-Time Librarian 1 with World Language experience closed on Friday, June 17th. Five applications were received. Interviews will be held with an anticipated summer start date for the successful candidate.

Mr. Banick reported on Buildings & Grounds. Maintenance on the HVAC system was done. The elevator was repaired twice. A representative from OTIS, the elevator company, suggested thinking about upgrading the elevator as it is original to the building. The cost for the upgrade would be $138,000.00. The Board will look at the proposal.

Mr. Banick reported on Statistics. Numbers are beginning to improve now that services have returned to Glen Avenue.

Mr. Banick reported on the Art Gallery. The two Dufner paintings have been hung on the first floor. The William R. Swinson Art Gallery has its first official display in place.

Mr. Banick reported on Professional Development. Mr. Banick and Librarian Janis Werner attended the NJLA Conference in Atlantic City. Reports from the conference from both employees are included in the Boards packet.

Mr. Banick reported on the Friends Annual Book Sale. The sale was a huge success both monetarily and as a community event.

Mr. Banick reported on the Primary Election. There were no problems on voting day. The movable furniture in the Children's Department function as intended.

Mr. Banick reported on the Recreation and Board of Education Field. The lighting for the turf field is complete. Power was installed via the pole by the train station.

Mr. Banick reported on the bequest to the Library. The paperwork for the bequest from Mr. Stetson Mead Baker is complete.

Mr. Banick reported on Strategic Planning. The current Strategic Plan for the Library ends on December 31, 2022. The Sub-Committee will meet and begin to work on the next one.

Mr. Banick reported on Summer Reading. The Millburn Summer Reading Program "Oceans of Possibilities" began on Monday June 20th. All ages are welcome to participate.

Mr. Banick reported that the $6,000.00 security deposit for the Annie Sez rental space has been returned and deposited into the Library's account.

Mrs. Binder thanked Mr. Banick for his report.

COMMITTEE REPORTS:

There were no Committee Reports.

OLD BUSINESS:

There was no Old Business.

NEW BUSINESS:

Mrs. Ipp informed the Board that Librarian Janis Werner spoke with the 6th and 7th grade classes at the Millburn Middle School regarding the Summer Reading Program. The children were enthusiastic and Ms. Werner did a nice job. Going forward it was suggested that the Library inform Mrs. Nancy Dries, Communications Coordinator, for the Millburn Schools. Mrs. Dries can then distribute the information to parents and guardians in the school's weekly newsletter.

The Board held a discussion on the Library's Operational Budget for 2022. More money has been allotted for eBooks and eResources for 2022. They are used at a more robust pace than other material. Surplus remains high. There are outstanding bills from the renovation that are scheduled for payment in the coming months. The "Telephone – Municipal" line item is gone. Expenses in this area now all under the line item "Telecommunications – Municipal." Mrs. Miggins asked if any other funds were provided from the Township outside of the 1/3 MIL. There are none. The one item that the Board would like to address in the near future is the exterior of the building. Some repairs and upgrades are needed. Mrs. Miggins asked what the budget would be for the work. It would be around $300,000.00. When the time comes, the Board will look at applying for grant funds with the State to help fund the improvements.

Ms. Sherman asked if there were any more questions or concerns on the Library's Operational Budget for 2022. Seeing none, Ms. Sherman requested a motion to accept the Library's Operational Budget for 2022 as presented. Mrs. Eisner "so moved." Mrs. Kelly seconded. All were in favor.

The Board went into Executive Session at 8:30 p.m. to discuss personnel and labor negotiation matters. The Board came back into Regular Session at 8:40 p.m.

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. Miggins "so moved." Ms. Chenofsky Singer seconded. All were in favor.

The meeting adjourned at 8:42 p.m.

Respectfully Submitted,

Patricia Giambattista