MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING

June 21, 2021

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, June 21, 2021 at 7:30 p.m. via Zoom. Present were: Mrs. Binder, who presided, Mrs. Eisner, Mrs. Ipp, Mrs. Kelly, Ms. Sherman, Mrs. Miggins, Ms. Chenofsky Singer 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 17, 2021 as submitted with the following corrections. Under Public Comments page 2 paragraph 6 change "will be restocked" to "will restock". Under Director's Report page 3 paragraph 1 take out extra "use". Under Director's Report page 3 paragraph 4 change "utilizes" to "utilities". Mrs. Eisner 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 #5104 - #5149 and payrolls as directed by the Township amounting to $161,173.69 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 June be approved. Mrs. Kelly made a motion to approve the Bill Lists as submitted. The motion was seconded by Mrs. Binder. All were in favor.

The Bill Lists were approved as presented.

The Board asked how long the Wall Street Journal subscription is for. It is for 12 months for the digital access code needed for patrons to access the Wall Street Journal online.

The Board asked what the "Designated Gift" line item is for on the "Budget vs. Actual" Report that the Board receives monthly. It is the line item where donations are booked.

PUBLIC COMMENTS:

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

The last Friends Board Meeting was held in early June. Meetings will resume in September.

The Friends participated for the first time in the "Millburn Memorial Day Parade". The parade was held on Saturday, May 29, 2021. It was a nice community event with lots of spirit. The Friends will definitely participate again next year.

The Friends had a booth at the Millburn Farmer's Market on Tuesday, June 15th. It was very successful. Books from the Little Free Library were handed out and the Friends signed up six new members. The Library participated as well and signed up eight new patrons for library cards. The booth is a Community Booth and is rotated around to different community organizations. The Friends will participate again when they come back around in the rotation later this summer. The Friends will be participating in National Police Night Out on Tuesday, August 3, 2021 at Taylor Park.

The Little Free Library at the Township Pool for the 2021 season is up and running. The Friends thanked a member of the maintenance personnel at the pool who built a spectacular and very large Little Free Library just for the pool.

The Member – Merchant Initiative continues to go well. Four new merchants have come on board. They are The Salad House, Millburn Frame Shop, Cyclebar, and MoonShine Modern Supper Club.

Mrs. Binder thanked Mrs. Kelly for her nice report.

DIRECTOR'S REPORT

Mr. Banick reported on the Pandemic Response. The Library has been reopened eleven months. Millburn was one of the first to reopen with outside pick up services.

Mr. Banick reported on Finance. Revenues and Expenses are in line for this point in the year. The Audit for 2020 was conducted on Thursday, June 17, 2021. The report will be issued soon. A copy will be forwarded to the Board when available.

Mr. Banick reported on Personnel. Part-time Librarian 1 Eden Mazer Schwartz will go to full-time effective Tuesday, July 6, 2021. Librarian 1 Matthew Spitzer completed his probation period of three months and now has permanent status per NJ Civil Service.

Mr. Banick reported on Buildings & Grounds. The renovation bid documents and contracts were reviewed by the Township Attorney. They are approved for publication. The tentative calendar for the renovation is as follows:

- Approve Resolution No. 202106-01 tonight to proceed with project and bid process
- 1st week of July pre-bid meeting
- Friday July 23, 2021 bids go out
- Answer any questions in writing to prospective bidders
- Prospective bids prepared beginning of August 2021
- Bids opened August 17, 2021 at the Library
- Bids reviewed
- Award contract the week of August 23, 2021 via Special Meeting
- Work begins

Mr. Banick reported on the Pop-Up Library. Several sites are being considered that would fill the needs while the Library is undergoing the renovation. The Board then held a discussion. Topics included the Annie Sez site and violations that need to be addressed, the former Coleman's Tuxedo property and the lack of parking there, and the space by the PaperMill Playhouse annex on Main Street and its smaller available space. The Board feels that a positive for the PaperMill space is the ramp for handicap accessibility. It is also located close to the Library for staff to go back and forth as needed for materials. The cons for the Annie Sez property are the violations in the report from the Township Fire Inspector. The Board would like Mr. Banick to reach out to the owner to see if he would be willing to address fixing the violations. The Board also felt that Coleman's was not an option due to the cost and lack of a Fire Inspection. The Board also asked Mr. Banick to take another look at the Bubble Tea property on Millburn Avenue and Main Street. In closing the Board warmed up to the Annie Sez property, but feel the Coleman's property is not an option. They like the PaperMill option again for the parking, ADA accessibility ramp, rental price and close proximity to the Library. They feel that they do not want to make a trip to the Library any harder for patrons then it needs to be. The PaperMill space at 18 Main Street may be the smallest option but it fits the Library's needs the best. The Board also discussed involving the merchants during the renovation closure and letting the schools know about the pop-up library. Ms. Sherman stated that the library's vision during the closure should be publicized to the patrons and public. The renovation may be inconvenient for a time but the Library is still providing services.

Mr. Banick reported on Statistics. Visitation is up. Circulation remains strong.

Mr. Banick reported on Programming. There were 50 programs in May with almost 1,000 attendees. Mrs. Eisner relayed a story about a Kings Supermarket employee who was happy that they were able to get a Millburn library card because of the work in

township policy Millburn has. The Kings manager has also relayed the information to the staff. Mrs. Eisner said that she intends to let Shop Rite know as well. The Board said that this is "great" and Ms. Chenofsky Signer said that Trader Joe's should be informed as well. Mrs. Kelly added that it would help to let the Millburn/Short Hills Chamber of Commerce know. Mrs. Miggins said that she will announce the policy at the next Township Committee Meeting.

Mr. Banick reported on the New Jersey Construction Bond Act Grant Phase 2 Application. The application has been submitted and is waiting to be processed by the State.

Mr. Banick reported on Summer Reading. The Summer Reading Program began on Monday, June 21, 2021. The program is for adults, teens and children. Mr. Banick thanked the Friends for their continued support every year. The Library is very grateful.

Mr. Banick reported on the Historical Society. The program on the Library past, present, and future was held on Wednesday, June 9, 2021. Mr. Banick was the guest presenter. Mrs. Eisner said that Mr. Banick "did a superb job". Mr. Banick said "thank you".

Mr. Banick reported on Technology. The new website will launch soon. It will be up and running before the renovation begins.

COMMITTEE REPORTS:

There were no Committee Reports.

OLD BUSINESS:

There was no Old Business.

NEW BUSINESS:

Mrs. Binder asked for a motion on Resolution No. 202106-01 Authorizing the Advertisement for the Receipt of Bids for the Interior Renovations and Alterations of The Millburn Free Public Library. Mrs. Eisner so moved. Ms. Sherman seconded. All were in favor.

Mrs. Binder asked for a motion to cancel the July 2021 Board Meeting and pre-authorizing the payment of bills over the summer months. Mrs. Kelly so moved. Ms. Sherman seconded. All 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. Eisner seconded. All were in favor.

Mrs. Binder closed the meeting by saying "everyone enjoy & have a good summer".

The meeting adjourned at 8:48 p.m.

Respectfully Submitted,

Patricia Giambattista