MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING

September 16, 2024

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday September 16th 2024 at 7:30 p.m. Present were: Ms. Sherman, who presided, Mrs. Binder, Mrs. Kelly, Ms. Chenofsky Singer, Mr. Cohen, Ms. Panarelli and Mr. Banick. Mrs. Eisner was excused.

Mr. Don Fiore of Heintz & Fiore AIA was also in attendance.

Ms. Sherman opened the meeting and read the Sunshine Law Announcement.

Ms. Sherman changed the order of the Agenda. Discussion regarding the Second Floor Renovation will be first.

Mr. Don Fiore led the Board in a detailed discussion on the plans for the Second Floor Renovation.

The footprint of the second floor will remain the same. All work will follow the current Township building codes and will be ADA compliant.

The following will be included in the work:

- Walls
- Ceilings
- New windows installment
- Existing windows replacement
- Carpeting/Flooring
- New doors installment
- Lighting
- Restrooms
- Janitor's closet
- Audio-visual equipment
- Asbestos abatement

Mr. Fiore stated that some of the work will take place using "second shift" workers. This will allow the Library to remain open with the exception of the asbestos abatement.

The Board asked Mr. Banick if the Renovation plans have been disclosed to the public. They have not. The Board asked why, since public funds will be used. Mr. Banick stated that the bequest will be used to fund the project. The Board feels that the project should be communicated to the public. The purpose of the renovation or refresh should be disclosed. They would like an article to be placed in the Library's newsletter to inform the public of the upcoming work.

The Board then held a discussion regarding a complete renovation of the second floor given the current population growth of the community. The current plans are for more of a refurbishing. Mr. Fiore said that a complete renovation can certainly be done. However, there would still be limitations of the building itself regarding the steel frame and structure. A renovation of that kind would also require the building to be closed to the public for at least one year in order to do the necessary structural indoor modifications. Of course, the finances would change as well. More funding would be needed.

The Board, Mr. Banick and Mr. Fiore went on a walk-through of the second floor at 8:30 p.m.

After the walk-through the Board feels that they will continue with the original plans of a refurbishment of the second floor.

Mr. Cohen asked what the total budget is for the project. It is $1,500,000.00 with a 10% contingency and the second shift work included. The project would go out to bid with a possible start date sometime during the second week of December.

The Board asked if the price included furniture. It does not. That expense would be separate from the construction project.

The Board thanked Mr. Fiore for his presentation and time. Mr. Fiore left at 8:40 p.m.

The meeting then resumed its regular scheduled agenda items.

MINUTES:

Ms. Sherman asked the Board to review the minutes.

Ms. Sherman asked for a motion to accept the minutes of June 17th 2024 as submitted. Ms. Chenofsky Singer 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 #6932 - #6988 and payrolls as directed by the Township amounting to $431,104.18 and charged to the Library's appropriation were approved for payment or ratified for payment.

Vouchers #6989 - #7046 and payrolls as directed by the Township amounting to $405,851.86 and charged to the Library's appropriation were approved for payment or ratified for payment.

Vouchers #7047 - #7094 and payrolls as directed by the Township amounting to $247,874.69 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 July, August and September 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.

PUBLIC COMMENTS:

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

The Friends participated in Rocktoberfest on Saturday September 14th at Taylor Park. They handed out over two hundred books and the Librarians signed up seventeen new patrons.

Ms. Sherman thanked Mrs. Kelly for her report.

DIRECTOR'S REPORT

Mr. Banick reported on Buildings and Grounds. The Library had some plumbing issues over the summer months that have been repaired. Plans for the elevator restoration continue to move forward.

Mr. Banick reported on Personnel. Weekend maintenance staff member, Barcley Julot, has been hired by the Millburn Township DPW full-time. His new work schedule does not allow him to continue his weekend hours at the Library uninterrupted. Mr. Julot has resigned his position with the Library effective Sunday November 10th. The Library will begin looking for a replacement. Part-Time Library Assistant, Rachel Podhoretz, has been out on Sick Leave. Her paid leave time will expire in October. Mr. Banick asked the Board that if necessary may he extend to her unpaid leave time for the permitted time of one year. The Board unanimously agreed and hope to welcome Ms. Podhoretz back soon.

Mr. Banick reported on Statistics. The numbers remained strong through the summer months.

Mr. Banick reported on Programming. Mr. Banick thanked the Board for their support of the Summer Reading Program. Their continued support helped to make it a big success. The Library will be holding their first Community Picnic on Saturday September 28th. The rain day will be Sunday September 29th. With the Friends very generous support the event will have a DJ and a petting zoo. Mr. Banick thanked them.

Mr. Banick reported on BCCLS. The BCCLS Friends Scholarship Breakfast will be held on ~~Friday October 18th at Seasons in Washington Township~~. Tues 10/22 at The Fiesta.

Mr. Banick asked for the Board's approval to file a small claims court action regarding a patron who has an outstanding balance on their account of $2,659.00. The Library has exhausted all other remedies for collection. Mr. Banick introduced Resolution No. 2024-0903 "Authorization To Institute A Small Claims Action." Mr. Cohen "so moved." Ms. Chenofsky Singer seconded. All were in favor.
Ms. Sherman called a roll call vote.

Mrs. Binder -	Yes
Ms. Chenofsky Singer -	Yes
Mr. Cohen -	Yes
Mrs. Eisner -	Absent
Mrs. Kelly -	Yes
Ms. Panarelli -	Yes
Ms. Sherman -	Yes

The Resolution was approved.

Ms. Sherman thanked Mr. Banick for his report.

COMMITTEE REPORTS:

There were no Committee Reports.

OLD BUSINESS:

Mr. Banick reported on the Elevator project. The Library received three proposals. The proposed amounts were; $144,500.00, $148,826.00 and $154,395.00. OTIS Elevator Company was the lowest proposal and is also the Library's current service provider. The elevator is an OTIS. Mr. Banick asked for the Board's approval to award the project to OTIS Elevator Company. Mrs. Kelly "so moved." Mrs. Binder seconded. All were in favor.

NEW BUSINESS:

Ms. Sherman introduced Resolution No. 2024-0901 "Resolution Awarding Professional Legal Services Contract For The Millburn Library Second Floor Renovation Project." Mr. Cohen "so moved." Ms. Chenofsky Singer seconded. All were in favor.

Ms. Sherman called a roll call vote.

Mrs. Binder -	Yes
Ms. Chenofsky Singer -	Yes
Mr. Cohen -	Yes
Mrs. Eisner -	Absent
Mrs. Kelly -	Yes
Ms. Panarelli -	Yes
Ms. Sherman -	Yes

Mrs. Kelly introduced Resolution No. 2024-0902 "Resolution Authorizing The Advertisement For The Receipt Of Bids At The Millburn Free Public Library For Interior Renovations And Alterations – Phase II." Mrs. Kelly "so moved." Ms. Sherman seconded. All were in favor.

Ms. Sherman called a roll call vote.

Mrs. Binder -	Yes
Ms. Chenofsky Singer -	Yes
Mr. Cohen -	Yes
Mrs. Eisner -	Absent
Mrs. Kelly -	Yes
Ms. Panarelli -	Yes
Ms. Sherman -	Yes

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

The meeting adjourned at 9:30 p.m.

Respectfully Submitted,

Patricia Giambattista