MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING

September 19, 2022

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday September 19th, 2022 at 7:30 p.m. 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 June 20th as submitted. Mrs. Kelly so moved. Ms. Chenofsky Singer seconded. All were in favor.

Ms. Sherman thanked the Board and the Friends for their kind condolence messages following the passing of her beloved husband David Emma.

FINANCIAL REPORT:

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

Vouchers #5728 - #5772 and payrolls as directed by the Township amounting to $221,558.31 and charged to the Library's appropriation were approved for payment or ratified for payment.

Vouchers #5773 - #5818 and payrolls as directed by the Township amounting to $536,260.15 and charged to the Library's appropriation were approved for payment or ratified for payment.

Vouchers #5819- #5856 and payrolls as directed by the Township amounting to $315,475.26 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 July, August, and September be approved. Mrs. Ipp made a motion to approve the Bill Lists as submitted. The motion was seconded by Ms. Chenofsky Singer. All were in favor.

The Bill Lists were approved as presented.

Mrs. Eisner closed by saying that the Library received a clean audit for the Fiscal Year 2021.

PUBLIC COMMENTS:

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

Mrs. Binder reported on the Fireside Book Club. The 2022 – 2023 schedule and books are set and can be found on the Library's website. The first book discussion will be held on Monday October 3rd at 7:00 p.m. via Zoom. The book is "Homegoing" by Yaa Gyasi. The facilitator will be Millburn Librarian Jon Michaud. Mrs. Binder invited everyone to please join in.

Mrs. Kelly reported on the Summer Activities. Community Outreach was successful. The Friends participated in the weekly Farmer's Market, National Night Out with the Millburn Police Department, and Rocktoberfest with the Millburn Education Foundation. The Little Free Libraries continue to be a great success. The pool location did very well. Chess Classes were held during the summer months. They were very well attended and parents gave good feedback. The Friends Annual Chess Tournament will be held on Saturday December 10th at the Library. Fall Museum Night will be on Thursday November 3rd at 7:00 p.m. in the Auditorium. Larissa Bailiff from the Museum of Modern Art will be the guest speaker. The Friends have added four Metropolitan Museum of Art passes to the Museum Passes program. Three Millburn merchants joined the Member-Merchant Initiative program over the summer months bringing the total of participating merchants to twenty-two.

The Friends Plaque has been received and installed on the first floor. An invitation only unveiling ceremony will be held on Friday October 7th at 6:00 p.m.

The Grand Re-Opening Ribbon Cutting Ceremony will be held on Saturday October 8th at 10:00 a.m. All are invited to attend.

Jean Lee and Mrs. Kelly will be getting the garden ready for the October 8th ceremony.

The Friends Annual Membership campaign will get underway with a mailing going out the second week in October.

Mrs. Binder thanked Mrs. Kelly for her report and for all her good work over the summer months.

DIRECTOR'S REPORT

Mr. Banick reported on the Renovation. The renovation is complete. The final payment to the contractor was made on September 20th. The Founder's Program will be on October 7th. The Ribbon Cutting Ceremony will be on October 8th.

Mr. Banick reported on Building & Grounds. The elevator is still out of order from the fire on Sunday September 4th. Once repair estimates are received from OTIS Elevator Company the work will proceed. The air conditioner was repaired on September 19th. The boiler is ready when the time comes to turn it on for the season. The field lighting is complete. It was hooked into the train lines electric grid.

Mr. Banick reported on Personnel. The Library meeting with CWA Local #1031 for the beginning of September was cancelled. Once the meeting is rescheduled and there is something substantial from the talks the Board will be informed. Interviews were held the week of September 12th for the P/T Library Assistant position. A verbal acceptance was received from the successful candidate. Once the formal acceptance letter is received she will begin work the week of September 26th. The Maplewood Librarian will begin work here two days per week while the Maplewood Library's renovation is ongoing. This agreement will be renewed every six months.

Mr. Banick reported on Finance. The Library received a "clean" audit for the year 2021. Copies are available upon request. Patricia Giambattista/Comptroller is responsible for all the record keeping, finances, and compliance issues. She has always received a good audit and this year is no exception. Mrs. Eisner went on the record to thank Mrs. Giambattista for coming in on the Sunday night of the fire. She was first on the scene and stayed until the issue was resolved. Mrs. Miggins agreed that she is great. The Board thanked Mrs. Giambattista.

Mr. Banick reported on Technology. The one-on-one programs have shown good success. The Library is purchasing six to eight Google e-reading devices at $150.00 per device. They will be available to check out for a two-week period. Fines for late returns are still being worked out.

Mr. Banick reported on Statistics. The summer months had good numbers. Summer Reading had over 1,100 total participants of all ages with 35,000 books read. Mr. Banick thanked the Friends for their continued support of the program. The Board asked that when the numbers are available they would like to know how Millburn fared as compared to neighboring towns. Circulation and e-resources were good. Visitation is starting to look up.

Mr. Banick reported on the Meeting Room. The situation remains unchanged.

Mr. Banick reported on a donation. Beth Levithan donated $5,000.00 in honor of her son's 50th birthday. The donation will be used to purchase materials and support programming for the YA area.

Mr. Banick is looking at starting a Library by mail service. Stay tuned for more information in the coming months.

Mr. Banick reported that the photo shoot for the Library renovation has been postponed. When a new date is confirmed he will inform the Board.

Mr. Banick reported that the Opportunity Project Partnership with the Library has resumed. The Library is very happy to partner with this worthy cause.

Mrs. Binder thanked Mr. Banick for his report.

COMMITTEE REPORTS:

The Building & Grounds Committee reported that the renovation is complete, the AC in the building has been repaired, the elevator repairs are still in progress, and the boiler is ready for the season.

The Negotiation Committee reported that they are waiting for a potential meeting with the CWA Local #1031 at the end of September.

The Personnel Committee reported that the Maplewood Librarian will begin work in Millburn in October. The personnel manual is being prepared by the Township Attorney. Once it is ready the sub-committee will review it and report back to the full Board to recommend its adoption.

The Strategic Planning Committee reported that they spoke over the summer months. With the full Board's approval, they would like to hire a consultant to prepare the plan. The Board asked that they come back with a price range so that a budget can be put in place for the service.

OLD BUSINESS:

There was no Old Business.

NEW BUSINESS:

The Board held a discussion on tutoring in the Library. Issues discussed included the following:

- Noise levels
- Benefits of allowing tutoring in the Library for the Township's youth
- Registry for users
- Privacy rights
- Time limits
- Looking at how similar Township Libraries handle the issue

In closing the Board requested that the Township Attorney get more information regarding their concerns before any decisions are made regarding tutoring. The Library will continue to follow past practices for the time being.

The Board held a discussion of the Meeting Room Policy. Currently there is a moratorium in place on renting the meeting rooms. The Library's Meeting Room Policy was brought up at a recent Township Committee Meeting. OPRA requests showed that a room was rented multiple times and the appropriate fees were not collected by the Library. The current meeting room policy was also being violated. Going forward Mr. Banick will oversee the staff member responsible for the meeting room rentals to insure compliance. People booking the meeting rooms will also be informed that all meetings are open to the public and are not transferable. Bookings going forward will only be done three months in advance.

The Township Attorney has recommended lifting the moratorium and enacting Resolution #2022-09-02 tonight that revises the current Meeting Room Policy.

The Policy Committee will then take a look at the Meeting Room Policy and recommend any adjustments to the Full Board in October or November.

Mr. Banick then read Resolution #2022-09-02 "Resolution Amending The Millburn Free Public Library Meeting Room Policy" into the record.

Mr. Banick asked for a motion to accept Resolution #2022-09-02 as read. Mrs. Kelly so moved. Ms. Chenofsky Singer seconded. Mrs. Binder called for a voice vote.

Ms. Chenofsky Singer	-	Yes
Mrs. Miggins	-	Abstained
Mrs. Kelly	-	Yes
Mrs. Ipp	-	Yes
Mrs. Eisner	-	Yes
Ms. Sherman	-	Yes
Mrs. Binder	-	Yes

Resolution #2022-09-02 passed as presented.

There was no Executive Session.

In closing Mrs. Ipp stated that it would be helpful if the Librarians were more involved in all the local schools. Some examples she mentioned were Back to School Nights and Book Sales.

Mrs. Eisner informed the Board that she, Ms. Chenofsky Singer, and Mrs. Ipp are participating in the BCCLS mentorship program for new trustees.

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

The meeting adjourned at 9:30 p.m.

Respectfully Submitted,

Patricia Giambattista