MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING

September 20, 2021

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, September 20, 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.

Mrs. Binder moved to hear and view the slideshow presentation on the upcoming renovation to the start of the meeting.

Present from Creative Library Concepts via zoom were Brad Kingsburg and Nancy Dalzell. Don Fiore of Heintz & Fiore Architects was also present.

The slideshow included renderings of the renovation for the Children's Department, Teen Area, Information Services Department, and the Circulation Department. The slideshow also showed the furniture, flooring, and other furnishings that will be used in these areas.

Topics covered by the Board included the importance of site lines on the first floor, shades for the furniture and carpeting remaining tasteful, chairs in the children's department not having casters on them and the tables having the electric hookups away from the children for safety reasons. Mrs. Ipp asked if the mobile shelving will have casters on them as well. She stated that her library at the Middle School has them and they are easily moved even with the shelves loaded. The Creative Library representatives said that the shelving will have casters. The shelves are made out of laminate which will help to make them easy to move. Mrs. Eisner asked if the windows in the children's area will have shades. They will not in order to allow for as much natural light to come in as possible.

The representatives continued the presentation with an overview of the teen area, information services area, and the circulation area. The teen area will move locations on the first floor allowing for the unobstructed view of the library's signature front windows. Mrs. Binder asked if the carpet color was going to be richer then what appeared on the zoom call. The colors seemed a bit blah. They will be. Mrs. Binder went on to ask for assurance that the flooring materials being used for the front entrance will not be slippery and pose a hazard to patrons. She also asked if they will be acoustically okay. They representatives said that they will be safe and sound deadening. The Board asked if the COVID 19 plexiglass shields will be affixed to the new furnishings. They will not. Mr. Banick stated that if they are still needed when the library reopens in 2022 they will be fastened and lowered from the ceiling. Mrs. Kelly asked about new signage. It is not

included in the proposal from Creative Library Concepts. They can put the library in touch with a company that can install new signage if the Board so desires.

Mrs. Binder and the Board thanked Mr. Kingsburg, Ms. Dalzell, and Mr. Fiore for the presentation. The zoom call ended.

Mrs. Binder then moved the meeting to New Business. The Board then discussed the budget adjustments needed for the renovation. The 2020 Library Audit is complete. The audit is clean with no recommendations. The new Fund Balance figure for the budget after the audit is $1,795,146.00. If the proposed adjustments are passed the Fund Balance on hand would be $2,147,046.00. this figure would include cancelling the grant application of $93,000.00. for the boiler replacement.

The Bid Opening for the renovation was held on Thursday, September 9, 2021. The lowest bid was from AB Design of Summit, NJ in the amount of $993,400.00. The lease for the Annie Sez property begins on Friday, October 1, 2021. It will run until January 31, 2022 with an option to extend at $9,000.00 per month.

The Board held a discussion on the Alternates for the renovation. Alternates 1 & 2 include renovating the restrooms. Alternates 3 & 4 include the lighting on and under the Mezzanine. The Library does not have sufficient funds to do the restrooms with this renovation. The Board expressed their frustration that they are doing so much and not getting 100%. In closing they decided that the bathrooms will be the priority when funds become available. Mrs. Kelly stated that the Friends are prepared to help if needed. The Board said thank you.

Mrs. Binder moved Resolution 2021-09-01 to award the renovation construction contract to AB Design of Summit, NJ. Mrs. Eisner so moved. Ms. Sherman seconded. Mrs. Binder called for a voice vote.

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

All were in favor.

Mrs. Binder moved to withdraw the Library Bond Act Grant Application 2021 if needed for the boiler replacement in the amount of $93,000.00. Mrs. Eisner so moved. Mrs. Miggins seconded. Mrs. Binder called for a voice vote.

Mrs. Eisner -	yes
Mrs. Binder -	yes

Mrs. Ipp -	yes
Mrs. Kelly -	yes
Ms. Sherman -	yes
Mrs. Miggins -	yes
Ms. Chenofsky Singer -	no

The motion passed with (6) yays and (1) nay.

Mrs. Binder made a motion to approved the revisions to the 2021 Library Budget. Mrs. Kelly so moved. Mrs. Eisner seconded. All were in favor.

Mrs. Kelly asked for clarification on the move to the Annie Sez site. The Middle School PTO would like to know when 200 Glen Avenue is going to close. They feel that the students will not be able to safely get to the Annie Sez site after school. The move will take place the first week of October. The Annie Sez site will be operational to the public Thursday, October 7th or Friday October 8th.

The Board asked what collections are being moved over the Annie Sez site and will there be stacks for browsing. New and popular materials will be moved over. Browsing will be available. The collection will grow as items are purchased and returned. Any items not on hand will go through BCCLS requests.

Mrs. Miggins asked who would be handling the move to the Annie Sez site. That is still to be determined. Mr. Banick stated that he needs to speak with Jim Distano, Superintendent of Public Works first. Staff will also pitch in and a moving service hired if needed.

Mrs. Miggins asked if patrons will be able to go and use the Annie Sez site. Yes, they will. Patrons will use the site like they do now. Seating will be available. Newspapers will be available, computers, printing, browsing, etc. Mrs. Miggins asked if tutors will be able to use the site as well. There will be limiting seating available for tutoring. Mr. Banick will reach out to the schools before the 200 Glen Avenue site closes to let them know.

MINUTES:

Mrs. Binder asked the Board to review the minutes.

Mrs. Binder asked for a motion to accept the minutes of June 21, 2021 as submitted. 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 #5150 - #5200 and payrolls as directed by the Township amounting to $165,984.64 and charged to the Library's appropriation were approved for payment or ratified for payment.

Vouchers #5201 - #5233 and payrolls as directed by the Township amounting to $151,149.55 and charged to the Library's appropriation be approved for payment of ratified for payment.

Vouchers #5234 - #5285 and payrolls as directed by the Township amounting to $533,828.93 and charged to the Library's appropriation be approved for payment of ratified for payment.

Mrs. Binder asked for a motion that the Bill Lists for July, August, and September be approved. Mrs. Miggins 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.

PUBLIC COMMENTS:

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

Mrs. Binder reported that the Friends next meeting will be on Monday, October 4, 2021 beginning at 12:00 p.m. via Zoom. The Fireside Book Club will follow. The book will be "The Vanishing Half" by Brit Bennett. Millburn P/T Librarian Marilyn Petrokubi will be the facilitator. Mrs. Binder said that all are welcome to attend.

Mrs. Kelly reported that the fall programming schedule has been completed. She will forward a list to Mr. Banick. In person chess lessons have resumed. Mr. Scott Massey is the instructor. The Chess classes will be ongoing at the Annie Sez site and all classes will continue to be in person. The Friends Annual Book Sale is on for 2022. The preview will be held on Thursday, March 31, 2022. The sale will be on Saturday, April 2, 2022 and Sunday, April 3, 2022. Collections for the sale will be the month on March 2022. In closing Mrs. Kelly said that the Friends continue with their Community Outreach. So far in 2021 they have participated in the Famer's Market, National Police Night Out, and Rocktoberfest. All with positive feedback form the community.

DIRECTOR'S REPORT

Mr. Banick reported on Tropical Storm Ida. The Township opened the Library overnight as a shelter for people rescued by first responders from the storm. Volunteers from the Township set up a donation center in Room A to help people and families impacted by the tropical storm. The Township's small business community used the Library to hold meetings needed after the storm.

Mr. Banick reported on the Summer Reading Program. The numbers were good this year.

Mr. Banick reported on Technology. The new website is up and running.

COMMITTEE REPORTS:

There were no Committee Reports.

OLD BUSINESS:

There was no Old Business.

NEW BUSINESS:

Part Time Librarian Kristinia Weseloh resigned her position effective Saturday, October 23, 2021.

Mrs. Miggins asked how the news is being distributed to the residents regarding election day on Tuesday, November 2, 2021. The Library at 200 Glen Avenue will be the voting site not the Annie Sez site. Mrs. Miggins said that the public may be confused by the closing at 200 Glen Avenue and think that the voting site has been moved to Annie Sez. She asked of the appropriates signage has gone up ahead of time. Mr. Banick said that it has.

Township resident Steven Taylor donated $1,000.00 in recognition of German mathematician Bernhard Reimann. Mr. Banick has sent out a thank you from the Library. Mr. Taylor will be making more donations in the future. The Board stated that the Fundraising Committee will work with Mr. Taylor on future donations.

Mr. Banick reported that he has reached out to the organizers of the Tropical Storm Ida donation center currently set up in Room A. The items will need to be moved to a new location before the renovation begins. He is waiting to hear back from them.

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

The meeting adjourned at 9:50 p.m.

Respectfully Submitted,

Patricia Giambattista