MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING

September 21, 2020

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, September 21, 2020 at 7:30 p.m. via Zoom. Present were: Mrs. Binder, who presided, Mrs. Eisner, Mrs. Burstein, Mrs. Ipp, Mrs. Kelly, Ms. Sherman, and Mr. Banick. Mr. Gaylord was absent.

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 February 24, 2020 as submitted with a correction taking out the word Librarian before Mrs. Sherman's name on page 3. Mrs. Eisner so moved. Mrs. Kelly seconded. All were in favor.

Mrs. Binder asked for a motion that the minutes of May 28, 2020 be accepted as submitted. Mrs. Eisner so moved. Mrs. Ipp seconded. All were in favor.

At this point, technical issues destabilized Mrs. Binder's internet connection. Mr. Banick offered to assist and to chair the meeting, if the Board agreed. The Board okayed this idea.

FINANCIAL REPORT:

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

Vouchers #4690 - #4729 and payrolls as directed by the Township amounting to $172,146.23 and charged to the Library's appropriation were approved for payment or ratified for payment.

Mr. Banick asked for a motion that the Bill Lists for September be approved. Mrs. Kelly made a motion to approve the Bill Lists as submitted. The motion was seconded by Mrs. Burstein. All were in favor.

Vouchers #4642 - #4689 and payrolls as directed by the Township amounting to $391,603.13 and charged to the Library's appropriation were approved for payment or ratified for payment.

Mr. Banick asked for a motion that the Bill Lists for August be approved. Mrs. Ipp made a motion to approve the Bill Lists as submitted. The motion was seconded by Mrs. Burstein. All were in favor.

Vouchers #4610 - #4641 and payrolls as directed by the Township amounting to $186,064.61 and charged to the Library's appropriation were approved for payment or ratified for payment.

Mr. Banick asked for a motion that the Bill Lists for July be approved. Mrs. Binder made a motion to approve the Bill Lists as submitted. The motion was seconded by Mrs. Burstein. All were in favor.

Vouchers #4590 - #4609 and payrolls as directed by the Township amounting to $395,090.27 and charged to the Library's appropriation were approved for payment or ratified for payment.

Mr. Banick 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. Ipp. All were in favor.

The Bill Lists were approved as presented.

PUBLIC COMMENTS:

Mr. Banick asked if there were any Public Comments. Mrs. Kelly reported for the Friends. The Friends met via Zoom on Monday, September 14, 2020. The Little Free Libraries located in town are open and stocked. Disclaimers have been posted regarding COVID 19 and the fact that the materials are not able to be sanitized. The Friends are currently holding the first ever Mascot Design Contest. The contest is online and open to all Millburn residents. The contest ends on Sunday, September 27, 2020. Mrs. Kelly will not be judging the entries as she knows many of the contestants. The winning design will be used on Friends publications and flyers. The Friends membership drive is experiencing difficulties. To help, the Friends will allow online payments and look at other fundraising ideas. Bookplates and pavers are two that the Friends will be looking at. There will be no Chess classes or Chess Tournament for the rest of 2020. The chess teacher does not does virtual programming. The Book Sale for the Spring of 2021 is on wait and see for now. Virtual books chats are in the works. The Friends Board kindly asked Mrs. Eisner to be their Corresponding Secretary. She graciously accepted. The Friends received three donations in memory of Millburn residents. Sumner Freedman, past Friends Board President and member, Amy Chen, former Friends Board member,

and one under anonymous. Mrs. Eisner has sent out thank you notes. In closing Mrs. Eisner reminded everyone that if they shop on Amazon, to please consider using Amazon Smile. This will benefit the Friends who in turn support the Millburn Library.

DIRECTOR'S REPORT

Mr. Banick reported on the Pandemic Response. The Library is reopened on Sundays. Checkout limits have increased from five items to ten. BCCLS is back on a full-time schedule. The Board of Elections will not be using the Library for the General Election on Tuesday, November 3, 2020. Mr. Banick met with staff on his reopening committee the week of September 14th. After discussions the following changes will be made no later than Thursday, October 1, 2020. Patron visits time limit will be one hour, computer time 45 minutes, eight public computers will be open, periodicals will be available, and the Mezzanine will be open to the public.

Mr. Banick reported of Finance. The Library continues to operate under a Temporary Budget for 2020. The Board will look to adopt the Library's Operating Budget for 2020 at tonight's meeting. The Audit for 2019 is complete. The Library received a clean audit. Mr. Banick thanked Patricia Giambattista for her excellent record keeping and compliance that allowed for the clean audit. The Library will be receiving a donation of $3,000.00 to $3,500.00 from Mrs. Miriam Bein in memory of her late husband and former Millburn Library Director, William R. Swinson. Mr. Swinson was a collector of art and the donation will be accepted in his memory for use in the Art Gallery on the main floor. The Fundraising Committee feels that this would be a fitting and appropriate use for the donation.

Mr. Banick reported on Personnel. Library Assistant Eileen Tooman is back to work full time. Part time Library Assistant Diane McKenna remains out on sick leave. Librarian Megan Pehanick continues to work (approved) from home. Library Assistant Frances Eckhardt resigned effective August 19, 2020. Library Assistant Amil Maccie retired effective September 1, 2020. Part time Library Assistant Paul Toussaint went to full time effective August 31, 2020. The Library is currently down one full time Library Assistant and one part time Library Assistant. The Personnel Committee will be holding off replacing these positions. With reduced hours the positions are not currently needed. The Committee also wants to wait to see what the appropriation for 2021 will be. For now, the Committee feels that it is prudent to wait on filling these positions.

Mr. Banick reported on Buildings & Grounds. A sewer backup on the first floor was repaired. DPW installed the electric transfer switch for the township's generator located at the Library. Mr. Banick thanked the DPW for their work on restriping the Library's parking lot. Advanced cleaning and sanitation continue in the building. Mr. Banick thanked the Library's maintenance staff.

Mr. Banick reported on Technology. The Library newsletter is now available quarterly. Patrons can sign up online to receive a copy.

Mr. Banick reported on Professional Development. AED/CPR training will be scheduled for interested employees. Training last took place two years ago. Cintas will conduct the training.

Mr. Banick reported on Statistics. August was a good month. Numbers cannot be compared to last year due to the pandemic. There were 4,300 visits with 19,000 items circulated. Electronic checkouts are up by 80%. There were 1,000 Reference interactions. This number is down from last year. New ways to measure performance will need to be looked at.

Mr. Banick reported on Programming. There were the following number of programs all done online:

(19) Children's
(3) Teen
(30) Adult

Mr. Banick reported on BCCLS. Lend and Send delivery is back on.

COMMITTEE REPORTS:

The Fundraising Committee reported that they met to discuss the donation coming from Miriam Bein in memory of her late husband and former Millburn Library Director William R. Swinson. The Committee is looking at multiple hanging systems for the gallery. Once a decision is made in conjunction with art professionals the committee will report back to the full Board with their recommendation. A plaque will also be mounted on the wall to recognize Mr. Swinson and a dedication ceremony would be held.

The Policy Committee reported that they made modifications to the Library's code of conduct to reflect the reopening during the pandemic. The Committee also suggests delegating authority to adjust the code if needed to the Library Director. Mr. Banick asked for a motion to approve the modifications. Mrs. Eisner so moved. Mrs. Kelly seconded. All were in favor. Mrs. Ipp asked the Committee if there have been any issues with patrons' behaviors or adhering to the mask requirements. There have not. Mrs. Burstein asked what happens with non-compliance. The supplements to the code will cover this.

The Board then held a discussion on the fine free status for the Library. The six-month trial period has passed. They decided that due to COIVD 19 it is difficult to look at the impact to the Library. Mr. Banick suggested extend the fine free period to December 31, 2021. The Board unanimously agreed. Mr. Banick asked for a motion to extended the

fine free period to December 31, 2021. Mrs. Eisner so moved. Mrs. Ipp seconded. All were in favor.

OLD BUSINESS:

There was no Old Business.

NEW BUSINESS:

The Board held a discussion on the Library's Operating Budget for 2020. Topics discussed included the purchase of books and non-print materials being essential to a library's purpose. Holding off on hiring full time and part time staff and tightening up personnel and their work day functions. Using ProLibra if the need arises to fill staffing needs. The BCCLS Annual payment for 2020 decreasing and it is not expected to increase in 2021. The Board also discussed the revenue side of the budget. They stated how the Overdue line item is down because of the fine free status and that the line item will contain fees from damage or lost items only now. They also stated that the Building Use line item had revenues from January 2020 to March 2020, but will have no more for the rest of 2020. The Board then asked what the Miscellaneous Revenue line item consists of. This is mostly refunds. The Board asked if the salaries for staff is anticipated to go up on 2020. Yes, it is. There were no COVID 19 savings and two retirement payouts. Seeing no further discussion Mr. Banick asked for a motion to adopt the Library's Operating Budget for 2020. Mrs. Burstein so moved. Mrs. Sherman seconded. All were in favor.

Under Miscellaneous items Mr. Banick informed the Board that the Trustees Institute will be having a virtual meeting on Saturday, October 17, 2020. BCCLS will also be having two virtual workshops. The Trustee Development Committee on Thursday, October 1, 2020 and Thursday, October 29, 2020. Mr. Banick will forward the information to the Board.

The was no Executive Session.

Mr. Banick asked if there was any further business before the Board before adjournment.

Seeing none Mr. Banick requested a motion to adjourn the meeting. Mrs. Binder "so moved". Mrs. Eisner seconded. All were in favor.

The meeting adjourned at 8:40 p.m.

Respectfully Submitted,

Patricia Giambattista