MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING

September 21, 2023

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Thursday September 21st 2023 at 7:30 p.m. Present were: Mrs. Binder, who presided, Mrs. Eisner, Ms. Sherman, Mr. Cohen and Mr. Banick. Mrs. Kelly, Ms. Chenofsky Singer, and Ms. Bredlau were 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 June 19th 2023 as submitted and the minutes of August 24th with the following corrections. Corrections to June 19th Minute: page 2 change May Minutes seconded by Mrs. Kelly; page 6 spelling correction change to Ms. Chenofsky Singer; page 7 correction to Ms. Chenofsky Singer. Correction to August 24th Minutes: change to Ms. Sherman. Mrs. Eisner so moved. Ms. Sherman seconded. All were in favor.

FINANCIAL REPORT:

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

Vouchers #6315 - #6358 and payrolls as directed by the Township amounting to $353,373.45 and charged to the Library's appropriation were approved for payment or ratified for payment.

Vouchers #6359 - #6409 and payrolls as directed by the Township amounting to $202,539.91 and charged to the Library's appropriation were approved for payment or ratified for payment.

Vouchers #6410 - #6456 and payrolls as directed by the Township amounting to $161,824.38 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. Mr. Cohen made a motion to approve the Bill Lists as submitted. The motion was seconded by Ms. Sherman. All were in favor.

The Bill Lists were approved as presented.

The Board asked what are the payments to the Township of Millburn. Payments shown on the Handwritten Bill List are for Payrolls. Payments on the Regular Monthly Bill List are the quarterly reimbursements for employee related expenses.

The Board asked who is the vendor Vertilocity. This vendor provides IT service.

The Board asked why the vendors Verizon, T-Mobile and Comcast are on the Bill List. The vendor Verizon is a 2018 bill to be cleared. The vendor T-Mobile provides the hotspot service. The vendor Comcast provides internet service.

The Board asked who is the vendor EnvisionWare, Inc. They provided patron self-services.

The Board asked who is the vendor RingCentral Inc. They are the telephone systems provider.

The Board asked who are individual names. They are payments to program vendors or employee expense reimbursements.

PUBLIC COMMENTS:

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

Mrs. Binder stated that there is a correction to the Fireside Book schedule. The Book Discussion will be held on Monday October 2nd not Tuesday October 10th.

Mrs. Binder reported that the Friends updated the garden on the first-floor on Wednesday September 20th to include seasonal plants. She went on to say that the garden looks "absolutely beautiful."

DIRECTOR'S REPORT

Mr. Banick reported on Buildings & Grounds. Air conditioning repairs were done. No building closure was necessary.

Mr. Banick reported on Personnel. Maintenance staff member William Heilman received Civil Service status on August 7th. The CWA Local #1031 contract is signed by all parties and copies of the contract have been distributed to the staff.

Mr. Banick reported on Finance. The Library is on track for this point in the fiscal year. The 2022 Audit is due soon. Mr. Cohen asked if there has been any decision made regarding how to spend the Bequest Funds. They will be used to renovated the second floor. Any funds remaining will be held for future Library needs.

Mr. Banick reported on Statistics. June, July and August were good months for Circulation, Visitation and Programming. The Summer Reading Program was a success. Mr. Cohen asked if Mr. Banick looks at statistics of other comparable libraries. Yes, he does. Millburn is doing well compared to the others.

Mr. Banick reported on Technology. The Library will migrate to a cloud-based solution system. The Library's IT vendor Vertiolcity will handle the conversion.

Mr. Banick reported on Strategic Planning. The Strategic Plan was handed out to the Board.

Mr. Banick reported on Policy. The current Policy needs updates. This will be done during the Committee Reports portion of the meeting.

Mr. Banick reported on miscellaneous happenings over the summer months. They included:

- Participating in Police National Night Out
- Library of Things being popular with the patrons
- Museum Passes continue to have strong usage
- Story time at the Township Pool

Mr. Banick went on to thank the Friends for their continued support of the Museum Pass Program. He also stated that he is working with the Recreation Department to look into more outreach programs for patrons.

Mr. Banick reported that the staff has reworked the materials on the first floor to make better use of space.

Mr. Banick reported that the Maplewood and West Orange staff members who have been assigned to the Millburn Library while their Libraries have been under renovation are returning to their home Libraries in September.

Mr. Banick reported that while the Bauer Center undergoes renovations the Library will host the Senior Citizen Programs for the Township.

Mrs. Binder asked if there has been increased interest for the Library by Mail Service. There has not. The service remains available for those who may wish to use it.

Mrs. Binder thanked Mr. Banick for his report.

COMMITTEE REPORTS:

The Policy Committee reported that they updated the Code of Conduct for the Library due to recent events in 2023. The new Code of Conduct was prepared by Library attorney Douglas Zucker, Esq.

Mrs. Binder asked for a motion to accept the Updated Code of Conduct for the Library as presented. Mrs. Eisner "so moved." Mr. Cohen seconded. All were in favor.

The Policy Committee reported that they updated the Collection Development Policy for the Library. Updates included:

- Suggestions from the ALA to Book Challenges
- Add a Statement of Inclusion
- Update the Mission Statement

Mrs. Binder asked for a motion to accept the Updated Collection Development Policy as presented. Mrs. Eisner "so moved." Mr. Cohen seconded. All were in favor.

The Buildings & Grounds Committee reported on the second-floor renovation. The architect has notes from the Committee and Ms. Chenofsky Singer's plans. He will use them to draw up plans for the Board to review. The renovation will have a start date of Summer or Fall 2024. The Library will remain open to the public during the renovations.

The Buildings & Grounds Committee reported on replacing the existing security camera system in the Library. The system is eight years old. The new system of twenty-two Verkada cameras would be purchased from OSI Technology located in Warren New Jersey. Mr. Banick asked the Board if they would prefer the five-year license for $53,873.00 or the ten-year license for $67,206.00. The camera system itself will have a ten-year warranty. The Board discussed the licensing agreement. They feel that the five-year license is best. Technology changes so quickly that there may be a need to upgrade again within ten years' time.

The Building & Grounds Committee reported on the exterior lighting at the Library. The fixtures are original to the building. The new proposed lighting will be aesthetically pleasing and will not infringe on the Library's neighbors. The Board asked if the Committee had done any research on Green Energy Grants. They have not. The Committee feels that doing so will delay the project moving forward. The Board agreed.

The Buildings & Grounds Committee reported on the elevator. The Board discussed replacing needed parts versus a new elevator. The Board would like to know if a new elevator would mean changes to be ADA compliant. OTIS Elevator company is putting together proposals. The Board will consider their options once they receive the proposals.

The Labor Negotiations Committee reported that the contract has been signed by all interested parties and is in use. Library Management has informed the Union that the next contract negotiations will begin at least eleven months ahead of the current end date of December 31, 2025. Management anticipates that a new agreement will be in place on January 1, 2026.

Mrs. Binder asked for a motion to purchase and install the new security camera and lighting system for the Library. Mrs. Eisner "so moved." Ms. Sherman seconded. All were in favor.

OLD BUSINESS:

There was no Old Business.

NEW BUSINESS:

Ms. Sherman reported that she attended a program on book banning and book challenges. Suggestions from the program include:

- Encourage patrons to read banned books
- Stay informed regarding organizations that look at banned books
- Report censorship
- Use the Library
- Join organizations
- Propose a resolution to oppose book banning
- Have the Library become a book sanctuary
- Donate money

The Board asked that Mr. Banick reach out to Dr. Christine Burton, Millburn Township Public Schools Superintendent, to see how the School Board is handling any challenges they may receive. The Board would also like to see if the School Board would partner with the Library in supporting book banning and censorship. Mr. Banick will reach out and report back to the Board.

The Board agreed to set up an Ad Hoc Committee for the purpose of addressing book banning, book challenges and censorship issues. They also will develop a resolution to solidify the Boards position on these issues. This will be done by the end of the year.

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. Eisner "so moved." Mr. Cohen seconded. All were in favor.

The meeting adjourned at 9:25 p.m.

Respectfully Submitted,

Patricia Giambattista