

**FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON  
THURSDAY, April 11, 2019**

**7:30 PM**

**Present:** Thomas Binting, President, Mary Beth Hansbury, David Luber, Louise Easton, James Schessler, Rachel K. Barry, Marilyn Favreau, Library Director, and Mary Fevola, Finance and Administration Manager  
**Absent:** Mayor Robert Conley and Mark DeBiasse

Mr. Binting called the meeting to order at 7:30 PM. Ms. Easton announced that on November 8, 2018 in accordance with Public Law 1975, Chapter 231, approved October 21, 1975 and known as the "Open Public Meetings Act," proper notice of this meeting and all Library Board meetings for the year 2019 was posted and shall remain posted throughout the year on the official Library Bulletin Board. Notice was mailed also to the Madison Eagle, to the Daily Record, and hand-delivered to the Borough Administrator.

The minutes of the March 14, 2019 Regular Meeting were presented for consent – Ms. Hansbury requested amendment regarding the Capital Construction Bond. With the exception of the aforementioned amendment, the minutes were accepted as written.

**TREASURER'S REPORT**

Mr. Luber presented the Treasurer's Report.

The Bill List for April was presented. Mr. Luber noted the bills list includes the cost of the Meraki router with a 5 year subscription and the second quarterly payment to NJ Edge.

Upon motion of Ms. Hansbury and seconded by Mr. Schessler it was unanimously

**"Resolved to approve the April Bill List in the amount of \$51,762.79"**

Mr. Luber reviewed the Library financial reports through March 2019.

Mr. Binting requested the Board formally approve the 2019 preliminary budget that was presented in December 2018, copy attached, since the Borough of Madison adopted their final budget in March/April of 2019. The preliminary budget allowed the Library to operate for the first quarter using those preliminary figures.

Upon motion of Mr. Luber and seconded by Mrs. Easton it was unanimously

**"Resolved to approved the attached budget for 2019"**

## **PRESIDENT'S REPORT**

Mr. Binting noted the Trustees should have received an e-mail from the Borough of Madison requesting Trustees Annual Disclosures. He reminded trustees to complete the form if they haven't done so already.

## **DIRECTOR'S REPORT**

Mrs. Favreau reviewed her monthly report.

Staff meetings have been moved to the 2<sup>nd</sup> Thursday of the month. Staff evaluations are almost completely done. Discussion was held regarding feedback from evaluations.

The locksmith presented a quote to improve the employee access to the building. The quote was higher than anticipated. Discussion was held and quotes from other locksmiths will be solicited.

Sunday, April 7<sup>th</sup> marked the beginning of National Library Week. M.A.I.N. is sponsoring #MAINquest where patrons visit various libraries to complete a task or solve a riddle to enter a drawing for a prize.

There has been a soft launch of the library's coffee corner. Mrs. Favreau thanked Bruce Heesemann, Lindsay Gannon and Ralph Graham's staff for their hard work.

The D. Willis James portrait will be moved on April 15<sup>th</sup> to the Museum of Early Trades and Crafts for its upcoming 50<sup>th</sup> anniversary at the original site of the library and will remain on loan for 2 years with an option to renew.

The disposal of the property approved for auction at the March Board meeting has faced a road block as the auctioneer company lost its contract with the state.

At today's M.A.I.N. Board meeting, delivery alternatives were discussed including possibly joining together with PALS Plus, LMxAC and LUCC to perform library delivery services.

There is no further update on the Capital Construction Bond.

Mrs. Favreau added that the Reference Department is now including the number of website sessions viewed by patrons as opposed to the number of pages a member would view providing an improved usage statistical measure.

Mrs. Barry advised librarian Margie Ticknor's articles from her interview with cookbook author Caroline Campion who will be hosting a program at the library and the other article on an upcoming environmental program to be presented at the library by Dr. Joan Maloof will appear in the May issue of Madison Living. Mrs. Barry asked about Libby, digital browsing for borrowing digital books and audiobooks from a library's collection.

Mrs. Favreau to follow up.

The Library Goals are included in Mrs. Favreau's report. Mrs. Hansbury inquired as to the Notary Service now provided by certain employees. The Borough was pleased with this added service as the library's evening and weekend hours will supplement serving the community beyond the Borough's normal business hours. The service will be made available to the public once a policy has been developed and approved.

## **BUILDING & GROUNDS**

The Building and Grounds report is attached to the minutes. Ms. Hansbury stated the Committee received plans from Anthony Iovino today and indicated the meeting with staff to discuss the needs of the Adult and Children's Departments proved to be very helpful.

Meetings will be held with the various organizations, such as the Friends of the Madison Public Library, the Historical Society, and others who use the library regularly for meetings and store their material to determine their space requirements.

## **PERSONNEL**

Mr. Schessler reported a candidate has been identified to fill the part-time Youth Services Librarian position. Mrs. Favreau provided a summary of Ms. Elizabeth Quinn's experience and the positive results of her reference checks. Ms. Quinn is well versed in programs and is outreach oriented. The required background check will need to be performed.

Upon motion made by Mr. Schessler and seconded by Ms. Hansbury the Board unanimously

“Resolved for Mrs. Favreau to extend an offer of employment to Ms. Quinn”

## **TECHNOLOGY COMMITTEE**

Mr. Luber advised the library received confirmation from IPG that the existing telephone number can be retained. The new telephone system will include new phones and provide a significant upgrade for the library. A proposal is forthcoming.

Mr. Luber reported the M.A.I.N. email migration to Gmail will take place over the weekend of 4/18/19. Emails to old email addresses will automatically be forwarded to the new addresses. Creating Trustee e-mail addresses will be investigated.

The Meraki router to be installed by M.A.I.N. will be delivered on Tuesday April 16<sup>th</sup> and installed on Thursday April 18<sup>th</sup> between 8-11 am. On Thursday, April 25<sup>th</sup>, the final cut-over from Sonic Wall will take place. Full internet capability including printing could see an outage from 8 am to noon on April 25<sup>th</sup>. Discussion to address this outage

and publicizing to patrons was held.

Reference staff is currently being trained on Eagle Archive usage. Mr. Luber thanked Mrs. Barry for upgrading the user guide. Mrs. Barry noted an article will appear in the June issue of Madison Living regarding Eagle Archive. Usage by patrons was discussed.

Topical outline for long range Technology is currently in progress.

### **SCHOOLS AND TEENS**

Nothing to report.

### **FMPL**

The 2019 Gala was a success.

Mr. Luber advised 5 Minicourse commitments for the fall have been received and there is a possibility of adding a sixth course.

### **MUF/MAIN**

Mrs. Favreau mentioned the MUF dinner meeting date was changed to May 8<sup>th</sup>.

### **OLD BUSINESS**

An invoice from Arcari Iovino was received for \$2,625.00, representing 1/3 of the approved \$7,500 proposal amount. The check for \$7,500 will be voided and reissued for the lower amount. Going forward Arcari will be paid incrementally up to the approved proposal amount.

### **NEW BUSINESS**

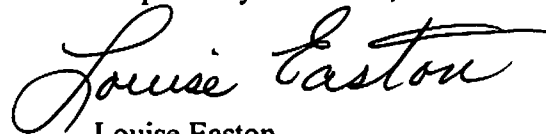
Discussion was held regarding review and updating of the Library's various policies. Mr. Binting will form an ad hoc Policy Committee for the purpose. Mrs. Favreau to follow up.

### **PUBLIC COMMENT**

None

The meeting was adjourned at 9:01 PM.

Respectfully submitted,



Louise Easton  
Secretary