

**FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON
THURSDAY, December 12, 2019**

7:30 PM

Present: Thomas Binting, President, Mary Beth Hansbury, David Luber, Louise Easton, James Schessler, Rachel K. Barry, Thomas Haralampoudis, Marilyn Favreau, Library Director and Mary Fevola, Finance and Administration Manager

Absent: Mayor Robert Conley and Daniel Ross

Guests: Karen Bessin, Madison Junior School Library Media Specialist

Mr. Binting called the meeting to order at 7:36 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.

Mr. Binting on behalf of the Board of Trustees presented Mrs. Hansbury with a gift and thanked her for her 5 years of service on the Board. Mrs. Hansbury thanked the Board for their thoughtfulness. Mrs. Hansbury will remain on the Buildings and Grounds Committee and expressed her willingness to continue to help the library on the Policy Committee.

The minutes of the November 14, 2019 Regular Meeting of the Board were presented for consent; the minutes were accepted as written.

TREASURER'S REPORT

Mr. Luber presented the Treasurer's Report.

The Bill List for December was reviewed. Discussion was held regarding bills to be paid by year end in addition to the estimates on the December Bill list.

Upon motion of Mrs. Hansbury and seconded by Ms. Barry the Board unanimously

"Resolved to approve the December Bill List in the amount of \$53,164.92"

Upon motion of Mr. Luber and seconded by Mr. Schessler the Board unanimously

"Resolved to approve the payment of any additional December bills, the total not to exceed \$5,000 without specific authorization of the Board."

The final December Bill List will be presented to the Board at the January 9, 2020 Meeting.

Mr. Luber continued and reviewed the Library's financial reports through November 2019.

Mr. Luber also reviewed the preliminary 2020 Budget noting finalized salary figures are reflected and will be addressed by Mr. Schessler, and the Friends of the Madison Public Library ("FMPL") \$4,000 will increase their annual gift to the library, raising the amount to \$54,000 for 2020 from \$50,000. Mr. Luber reported that the Borough has indicated it will continue to give the library \$110,000 in Technology and \$100,000 in Utilities Appropriations for 2020.

Mr. Schessler advised the Payroll Schedule for 2020 was approved by the Personnel Committee and as Mr. Luber indicated this is reflected in the 2020 Budget. The increases are at the Borough standard non-union rate of 2% with incremental adjustments and rate range changes to several positions.

Mr. Schessler further discussed the 2020 Salary Range adjustments approved by the Personnel Committee and recommended replacement of Appendix VI in the Personnel Manual. The adjustments match the State Library's standards as well as current market experience. Mr. Schessler advised the Personnel Committee will continue to seek survey data and look to the American Library Association for assistance in this area.

Upon motion of Mr. Binting and seconded by Mr. Haralampoudis the Board unanimously

"Resolved to approve the 2020 Payroll increases and 2020 Salary Rate Range adjustments listed in Appendix VI of the Personnel Manual"

Mr. Luber resumed the review of the preliminary 2020 budget, highlighting increases in areas such as building maintenance, collection material and corresponding statutory increases tied to salary such as social security, state retirement plan and health benefits. The library will operate on the 2020 budget on a provisional basis as it is dependent on the Borough's budget approval by the State of New Jersey which is expected in March/April. Mr. Binting emphasized the helpfulness of the FMPL's contribution to the library's programs. He also added a provision in the law permits the library to operate at a percentage of last year's audited expenses until the Borough receives state approval of its budget.

Upon motion of Mr. Luber and seconded by Ms. Barry the Board unanimously

"Resolved to approve the 2020 Budget on an interim basis"

PRESIDENT'S REPORT

Mr. Binting discussed the capital improvement plans for the library, costs and pending Capital Bond. Based on the projected operating results for 2019, Mr. Binting recommended a transfer of \$200,000 from Operating Fund Balance to Capital Fund. This additional transfer will increase the existing \$300,000 set aside for capital improvements to a total of \$500,000.

Upon motion of Mr. Haralampoudis and seconded by Ms. Easton the Board unanimously

“Resolved to restrict \$200,000 from Operating Fund Balance to Capital Improvements”

DIRECTOR'S REPORT

Mrs. Favreau reviewed her monthly report, mentioning the statistical presentation may change next month due to Polaris's migration at year end. “Other” will be eliminated in 2020 and the breakdown will be different.

Several other items noted include:

- the anticipated traffic flow issue due to the start of the Y's construction really has not presented a problem.
- the graffiti reported at last month's meeting on the exterior wall of the adult stacks cannot be removed; the Borough recommended painting the brick
- a second meeting with staff to review the architect's plans took place
- snow resulted in early closure
- Adult Programming is scheduled well into next year
- Youth Services' gingerbread house program was a huge success; 18 families, a total of 58 people gathered to create 18 gingerbread houses
- the credit card devices are due to arrive tomorrow, and training will be scheduled shortly thereafter

Mrs. Favreau mentioned there was no change to last month's Construction Bond Report and reviewed the Library Goals report.

Mrs. Favreau reviewed the letter from M.A.I.N. and requested Board approval for the 2020 Agreement. Membership cost for 2020 is \$50,478.71, reflecting an increase of 1.9211% compared to 2019.

Upon motion of Mr. Luber and seconded by Ms. Hansbury the Board unanimously

“Resolved to approve the library's 2020 M.A.I.N. Membership.”

BUILDING & GROUNDS

Mrs. Hansbury reviewed the Buildings and Grounds Report noting that the plans drawn up by the architect were based on the prior Youth Services Supervisor; however, the current Supervisor, Ms. Elizabeth Quinn, has a different view of the use for the space. The teen area may move to a glass enclosed area. Ms. Quinn and the Adult Service Supervisor, Mr. Daniel Nazarko, will attend the next meeting with the architect.

Mrs. Favreau updated the Board regarding the Eagle Scout Project presented at November's Board meeting advising 2 weeks will be needed for permits. The Borough Council will need to vote upon the proposal since the proposed charging station is on Borough property. Bob Vogel, Borough Engineer doesn't anticipate an objection by the Council.

PERSONNEL

Mr. Schessler's report was presented earlier in the meeting during the review of the 2020 budget.

TECHNOLOGY COMMITTEE

Mr. Luber presented and reviewed the Technology Report noting a meeting was held on December 7th focusing on Technology's Long-Range Plan. A follow up meeting will be held in January. The December meeting focused on hardware to reflect M.A.I.N.'s new standard of 3 years manufacturer's warranty followed by 3 years of M.A.I.N. support. This change resulted in revising the library's hardware plan, essentially purchasing replacement computers every 6 years rather than every 5 years.

Discussion regarding the library's website was also held and the possibility of having full-time technology support in 2021. The purchase of MS Office 2019 licenses from TechSoup was recommended by Mr. Robert Daniher. The estimate for these licenses appears in the December Bill List.

SCHOOLS AND TEENS

Nothing to report.

FMPL

Nothing to report.

MUF/MAIN

MUF - Nothing to report.

MAIN meeting was held today and changes in administration were made due to the

expiration of the President's one year term.

POLICY COMMITTEE

Nothing to report.

OLD BUSINESS

Nothing to report.

NEW BUSINESS

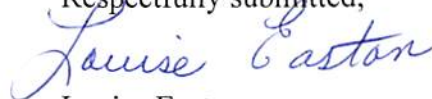
Nothing to report.

PUBLIC COMMENT

None

The meeting was adjourned at 8:59 PM.

Respectfully submitted,



Louise Easton
Secretary