

**FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON  
THURSDAY, DECEMBER 13, 2018  
7:30 PM**

Present: Thomas Binting, President, Louise Easton, Mary Beth Hansbury, David Luber, Gary Ruckelshaus, James Schessler, Mayor Robert Conley, Marilyn Favreau, Library Director, and Mary Fevola, Finance and Administration Manager  
Absent: Mark DiBiase, and William Van Ryzin

Mr. Binting called the meeting to order at 7:32 PM. Ms. Hansbury announced that on October 11, 2017 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 2018 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 November 8, 2018 Regular Meeting were presented for consent – accepted as presented.

**TREASURER’S REPORT**

Mr. Ruckelshaus reviewed the Library financial reports through November 2018. Strong surplus, most expenses under budget and an overall healthy financial statement was reported.

Mr. Luber questioned the Borough’s request for payment to reimburse expenses which exceeded the appropriation. Mr. Binting explained this is the first year in his history with the library that the Borough of Madison will be owed funds for an overage in the appropriation due primarily to two retirement payouts this year. The final amount will be calculated and a check will be written to the Borough before year end. An estimate for this expense is included in the Bill List.

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

“Resolved to approve the December Bill List in the amount of \$54,388.50.”

**PRESIDENT’S REPORT**

Mr. Binting noted this is Mr. Ruckelshaus’ last Board meeting. Mr. Binting presented Mr. Ruckelshaus with a gift from the Board and expressed the Board’s appreciation for his nine years of service to the library. Mr. Ruckelshaus thanked the Board. The Board wished Mr. Ruckelshaus well in his new position with the Borough’s Housing Authority.

At Mr. Binting's request Mrs. Favreau reviewed the status of statewide delivery service. Library Link is the nonprofit arm of the State Library and provides statewide delivery service and educational programs. Library Link has exhausted its surplus and funding from the State Library is inadequate. Our contract for delivery service runs through the end of the year; however, there could be a surcharge by the successor service company. The annual delivery service fee without Library Link could increase to \$8,000-12,000. In response, MAIN worked with the consortia to prepare a Resolution in Support of the Current Level of Statewide Library Delivery Services to be sent to legislature in Trenton, copy attached.

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

“Resolved to approve and sign the Resolution in Support of the Current Level of Statewide Library Delivery Services.”

Mrs. Favreau reported the Borough has been asked to include approval of the same resolution in their January 2019 meeting.

Mr. Binting presented the proposed 2019 Budget. Majority of Library expenses is salary and related benefits and includes a 2% salary increase, consistent with the Borough's guideline. Also reflected is a slight reduction in the Endowment support from MPLI due to the impact of the stock market. The library will operate on the attached Budget on a provisional basis as it is dependent on the Borough's budget approval by the State which is expected in March/April. A provision in the law permits the library to operate at a percentage of last year's expenses until the Borough receives the approval of its budget by the State. Mr. Binting requested interim approval of the 2019 Budget so the library can operate.

Upon the motion of Mr. Lubber and seconded by Mayor Robert Conley the Board unanimously

“Resolved to approve the 2019 Budget on an interim basis.”

Discussion was held regarding the capital improvement plans for the library, associated cost and the pending legislation. The library will be responsible for remodeling costs associated with internal work. Based on the projected operating results for 2018 and anticipated costs of renovation, a transfer of \$100,000 from the Operating Fund Balance for future capital improvements was recommended. Last year \$200,000 was set aside for capital improvements; the additional transfer will provide a total of \$300,000 for capital improvements.

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

“Resolved to restrict \$100,000 from Operating Fund Balance to Capital

Improvements.”

## **DIRECTOR’S REPORT**

Mrs. Favreau reviewed her monthly report. Electronic resources are doing well; programming is being very well received and attended. In anticipation of the future renovation closure, the Adult group has been at the forefront of community outreach visiting schools, Sunrise Assisted Living and senior centers taking programs out to the community.

Staff is continuing to cull collections. Streaming services, Kanopy and Hoopla, will have a soft launch before year end. We are currently setting the limit to 3 uses per month per patron until analysis can be done on usage after the launch.

Mrs. Favreau discussed the Capital Construction Bond Report noting there have not been many changes since her last report. Mrs. Favreau recommended we begin working on a narrative for the library’s Letter of Intent which is expected in early winter. Applications may be due to the State Librarian by late Spring 2019.

Mr. Bintinger presented the design board for ceiling and lighting prepared by the architect, Anthony Iavino. The architect suggested shifting furniture now to get comfortable with the flow before committing to a new design. Ms. Hansbury shared the results of a meeting held earlier in the week noting Mr. Arcari specializes in architectural services to libraries and suggested visiting some of the other libraries his firm has worked on located in Holmdel, Warren and Monroe Townships. Ms. Hansbury complimented the work done in Holmdel as she has visited that location.

Ms. Favreau updated the Board on the Library Goals. Discussion was held. She explained that a hard copy of the recently approved updated Personnel Manual was distributed to each department as well as the Staff Room. An electronic copy will be sent to all staff after Appendix VI Salary Range Schedule is approved later in the meeting.

We continue to wait for a solution to the back door push bar access. Mayor Robert Conley to follow up with the Borough to arrange an appointment.

## **BUILDING & GROUNDS**

The Building and Grounds report is attached to the minutes.

## **PERSONNEL**

Mr. Schessler presented the Staff Salaries for 2019, copy attached. Discussion was held.

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

“Resolved to approve the 2019 Staff Salaries.”

The corresponding Appendix VI in the Personnel Manual will be revised to reflect the approved Salary Ranges reflected in the 2019 Staff Salaries.

### **TECHNOLOGY COMMITTEE**

Mr. Luber presented the Technology Report and noted there were no problems with the planned rotation of the staff computers for public use. The set up of the Staff wireless network took place. The library will need a new router for 2019. Options are being reviewed with a planned decision in early 2019.

MAIN is moving to Google cloud storage; however, Google cloud does not support QuickBooks, the financial software. As a result the library will continue to maintain a server for Finance files as well as Administration files for confidentiality reasons. As a result our file server requires replacement as all of the library's records are stored on this server.

Mr. Luber also reported the Madison Eagle Digital Archive is very user-friendly based on tests and a public release announcement is being prepared to announce its availability.

### **FMPL**

Ms. Favreau reminded everyone the FMPL Gala is scheduled for March 23, 2019.

Mr. Luber mentioned FMPL is honoring Sue Carter and noted she was very instrumental in the digitalization project.

### **MUF/MAIN**

Nothing to Report for MUF.  
There was a MAIN meeting today.

### **NEW BUSINESS**

No report

### **PUBLIC COMMENT**

None

The meeting was adjourned at 9:02 PM.

Respectfully submitted,



Mary Beth Hansbury  
Secretary