

**FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON  
THURSDAY, JANUARY 10, 2019**

**7:30 PM**

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

Absent: James Schessler and Mark DeBiase

Mr. Binting called the meeting to order at 7:32 PM. Ms. Hansbury announced, as her final act as Secretary, 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 reported he received a letter of resignation from William Van Ryzin as a member of the Board of Trustees.

Mayor Conley administered the Oath of Office to continuing Board member Louise Easton, and newly appointed Board member, Rachel K. Barry.

The minutes of the December 13, 2018 Regular Meeting were presented for consent – accepted as presented.

Mr. Binting announced that this is the Annual Reorganization Meeting of the Board and certain administration matters are required.

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

**"Resolved to elect the following Officers"**

**President – Thomas Binting**

**Vice President – Mary Beth Hansbury**

**Treasurer – David Luber**

**Secretary – Louise Easton**

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

**"Resolved to accept the working Committee appointments listed on the attached Board of Trustees Committee Appointments 2019"**

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

“Resolved to approve the attached Annual Resolutions forming part of these minutes”

Mr. Binting pointed out Midwest Tape and Baker and Taylor are the official providers of collection materials to the Library and under statute do not need to go out to Bid.

### **TREASURER’S REPORT**

Mr. Luber requested a motion for a transfer of 2018 budget funds.

Upon motion of Mayor Conley and seconded by Ms. Easton it was unanimously

“Resolved to approve the transfer in the Library Budget for 2018 of \$16,000 from Account 0200 – Services to Account 0100 – Salaries”

Mr. Luber mentioned the additions to the supplemental December 2018 bill list included an amount payable to the Borough due to the Library Payroll and Benefits paid by the Borough exceeding the Borough Appropriation for 2018.

Upon the motion of Mr. Luber and seconded by Mayor Conley it was unanimously

“Resolved to approve the final December Bill List, copy attached.”

Mr. Luber reviewed the January 2019 Bill List.

Upon motion of Mr. Luber and seconded by Mayor Conley it was unanimously

“Resolved to approve the January Bill List in the amount of \$45,272.52.”

Mr. Luber reviewed the Library financial reports through December 2018 noting the increase in income and decrease in expenses compared to 2017. Net Income of \$92,113.37 for the year was reported.

### **PRESIDENT’S REPORT**

Mr. Binting read his report summarizing the accomplishments and events of 2018, attached is his report as presented to the Board.

### **DIRECTOR’S REPORT**

Mrs. Favreau reviewed her monthly report. M.A.I.N. has done away with their cloud library; all patrons are now required to go through their local library for cloud access resulting in a better measure of library statistics for cloud access. Mrs. Favreau noted annual circulation of over 200,000 continues which is excellent given electronic resources continue to climb. Ms. Barry added that retail book sales were up for 2018 which supports the trend in circulation. Andrea Sullivan’s retirement reception was held in December; she retired 12/31/2018. As reported in the past, adult outreach continues and is an important strategy for the eventual

planned closure of the library when capital improvements begin. Training sessions are now posted on the library website for Hoopla and Kanopy recently added to on-line services. In addition to driving circulation, programming continues to be well received and attended and reinforces that the library is a center for the community to gather.

Goals are being developed for 2019 and will be reported at a future meeting.  
Mrs. Favreau stated there was nothing new to report on the Capital Construction Bond.

Mrs. Favreau requested the Board approve an early closure of the library on Saturday, March 23, 2019 for the Friends Gala.

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

“Resolved to close the library at 4 pm on Saturday, March 23, 2019.”

## **BUILDING & GROUNDS**

The Building and Grounds report is attached to the minutes. Discussion was held regarding the possible auction of shelves no longer in use; Mayor Conley to follow.

Mr. Bunting reported an appointment with Mr. Iovino, architect, and engineer is tentatively scheduled for Friday, January 18<sup>th</sup> to review space that has been freed up in the library.

## **PERSONNEL**

Mrs. Favreau presented the Personnel Report in Mr. Schessler’s absence.  
Salary increase letters were distributed to employees based on the budget approved at the last Board Meeting.

A Student Page has resigned. Ralph Graham is actively seeking to replace those 8 hours with one student or possibly 2 students with a 4 hour shift each. The position will be advertised within the library first.

## **TECHNOLOGY COMMITTEE**

Mr. Lubber presented the Technology Report and noted several technology failures which recently occurred. The server failure in December resulted in a few days of lost back up. A new file server was ordered immediately and installation was completed on January 4, 2019. The Trane HVAC computer failed and was replaced with one of the library’s old computers reconfigured by Robert Daniher. The library’s telephone system also failed and a new backup battery was installed. The system is now functioning. Discussion was held regarding a new telephone system in the future; perhaps upgrading with the Borough.

Discussion of Eagle Digitalization was held.

Mr. Lubber’s Committee Report is attached.

## **SCHOOLS AND TEENS**

Mrs. Favreau reported that Mr. DeBiase has a conflict with his schedule during this session, but should be available for meetings in the Spring. The staff works with Mr. DeBiase outside of the meetings to stay connected.

## **FMPL**

Mr. Binting advised the Minicourses are now up and running without the support of Drew University. As a result, all proceeds will reside with FMPL. FMPL created a website publication for the Minicourses. Mr. Binting complimented the new website.

Registration is on a first come, first serve basis based on mailed-in registrations as registration is not available online. FMPL's Annual Meeting is Monday, January 14<sup>th</sup>.

## **MUF/MAIN**

Nothing to Report.

## **OLD BUSINESS**

No report

## **NEW BUSINESS**

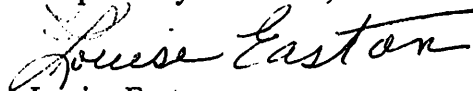
No report

## **PUBLIC COMMENT**

None

The meeting was adjourned at 8:37 PM.

Respectfully submitted,



Louise Easton

Secretary