

**FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON
THURSDAY, January 9, 2020**

7:30 PM

Present: Thomas Binting, President, David Luber, Louise Easton, James Schessler, Mayor Robert Conley, Thomas Haralampoudis, Kate Bartley, Marilyn Favreau, Library Director

Absent: Rachel K. Barry, Mary Fevola, Finance and Administration Manager and School Representative

Guests: Pam Hogan, Chair of the Friends of the Madison Public Library (FMPL), Adrienne Novak FMPL Co-Corresponding Secretary, Kian Deane and Philip Deane

Mr. Binting called the meeting to order at 7:33 PM. Ms. Easton announced that on November 14, 2019 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 2020 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.

Mayor Robert Conley administered the Oath of Office to our newly appointed trustee, Kate Bartley. The Trustees welcomed Ms. Bartley who gave a brief overview of her background.

The minutes of the December 12, 2019 Meeting of the Board were accepted as distributed with Mr. Luber's minor edits.

Kian Deane presented drawings which were requested by the Trustees when Kian's Eagle Scout project was first presented at the November 2019 meeting. Kian's drawings of the planned outdoor solar powered charging station were also sent to the Borough Engineer. The covered structure will be approximately 5 feet x 6 feet and provide seating and shelter from inclement weather. Green House Solar will again be consulted for sizing requirements of the solar panel(s) needed. An existing bench on the library property will be relocated within the shelter. Mr. Haralampoudis suggested the lifespan of the batteries and the solar panels be checked. Since the library is located on Borough property the Borough Council must approve this project. Mayor Conley invited Kian and Philip Deane to attend the next Council Meeting on January 13th.

**Upon motion of Mr. Haralampoudis and seconded by Mr. Luber the Board unanimously
"Resolved to authorize the construction of the solar powered shelter as described,
subject to Borough approval"**

Kian and Philip Deane exited the meeting.

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

Mr. Binting proposed the slate of candidates for Officers for 2020

President – Thomas Binting

Vice-President – James Schessler

Treasurer – David Luber

Secretary – Louise Easton

Hearing no objections, Mr. Binting closed the nominations. The Board unanimously approved the proposed slate of Officers.

Mr. Binting distributed in advance and reviewed the proposed list of working Committee appointments as stated on the attached list. Former trustee, Mary Beth Hansbury will continue her involvement on the Building and Grounds Committee serving as a volunteer member.

Mr. Binting reviewed each of the Annual Resolutions listed on the Board agenda. The bank account Resolution, #20-6 provides authority to named individuals to operate the Provident accounts. Resolution #20-9 allows for the payment of bills; statute permits the library to operate for the first 90 days of the year at a rate of 26.25% of 2019's annual operating expenses excluding capital expenditures.

Upon motion of Mr. Luber and seconded by Mr. Haralampoudis the Board unanimously
“Resolved to approve the attached Annual Resolutions forming a part of these minutes”

TREASURER'S REPORT

Mr. Luber presented the Treasurer's Report.

The final Bill List for December was reviewed. Although the total of the bills is \$14,507.99, deducting the estimates provided at the December meeting resulted in less than \$5,000 in additional bills and is within the threshold passed at the December 2019 meeting.

Mr. Luber reviewed the January 2020 Bill List. Significant payments made to NJEdge, Baker and Taylor, Midwest Tape and the estimates for expected invoices to be received and paid in January were mentioned.

Upon motion of Mr. Haralampoudis and seconded by Ms. Bartley the Board unanimously
“Resolved to approve the January Bill List in the amount of \$45,140.15”

Mr. Luber reviewed the Library's financial reports for the year ended December 31, 2019 noting net income resulted from lower expenses including unfilled personnel positions for periods during the year, with reduced salary related expenses. The Board, had in their

December meeting, passed a resolution to transfer \$200,000 to Restricted Capital to be used toward future capital improvements.

Discussion was held regarding the possibility of investing the Restricted Capital at a higher rate of return than the savings account. Mr. Binting to discuss with legal counsel.

PRESIDENT'S REPORT

Mr. Binting read to the Board the thank you note sent by Ms. Hansbury for the gift presented to her at the Board's last meeting.

Mr. Binting read his report summarizing the accomplishments and events of 2019, which is attached. The major activity for 2020 will be the submission of the application under the Construction Bond due in April.

DIRECTOR'S REPORT

Mrs. Favreau reviewed her monthly report, noting the differences resulting from the Polaris migration reported at last month's meeting. The migration caused some reports to be lost and some reports to be recreated.

Items noted included:

- RB Digital's release of its entire library of electronic magazine titles at no charge, approximately 30,000 issues which increased electronic usage by patrons.
- Graffiti removal on the exterior wall of the adult stacks continues to be tackled. If the graffiti cannot be removed, the brick will be painted as recommended by the Borough.
- Credit card training sessions begin in the coming weeks.
- Adult and Youth Services have had a good deal of programming. The Spanish classes are very successful. Adult Programming is scheduled well into next year.

The status of the Construction Bond was reviewed. The due date for Construction Bond is early April. The grant application window is open. Mrs. Favreau advised she learned two pieces of information: Karen Brodsky, Library Director of Chatham, suggested it's best to file the grant early because the portal may be busy as the deadline approaches. The State Librarian has also announced her retirement.

Mrs. Favreau requested early closure of the library on Saturday, March 28, 2020 for FMPL's Gala.

Upon motion of Mr. Luber and seconded by Mrs. Easton it was unanimously
"Resolved to close the library at 4 pm on Saturday, March 28, 2020."

BUILDING & GROUNDS

The Buildings and Grounds report was distributed with the Board packet. Discussion was held.

PERSONNEL

Mr. Schessler reported salary increase letters were distributed to employees based on the budget approved at the last Board Meeting.

TECHNOLOGY COMMITTEE

Mr. Luber reviewed the Technology Long-Range Plan 2020-2015. A substantial amount of work took place throughout the year. He thanked Mrs. Favreau for the format she developed showing the status and the goal for each item.

SCHOOLS AND TEENS

Nothing to report.

FMPL

Pam Hogan mentioned the Chair or Vice Chair may attend future Board meetings based on FMPL's by-laws. Today, the Co-corresponding Secretary is attending as the Vice-Chair's designee.

Ms. Hogan invited everyone to the Annual Meeting of FMPL to be held on January 13th followed by lunch.

MUF/MAIN

MUF - Retirement luncheon for Ruth Lufkin was held.

POLICY COMMITTEE

Nothing to report.

OLD BUSINESS

Nothing to report.

NEW BUSINESS

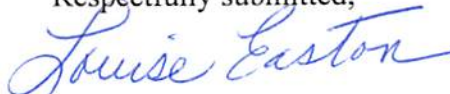
Nothing to report.

PUBLIC COMMENT

None

The meeting was adjourned at 8:59 PM.

Respectfully submitted,



Louise Easton
Secretary

Madison Public Library
Election of Officers
January 9, 2020

Slate of Candidates for Office:

President	Thomas P. Bintinger
Vice President	James Schessler
Treasurer	David Luber
Secretary	Louise Easton

**Madison Public Library
Board of Trustees Committee Appointments 2020**

Building & Grounds Committee

Thomas Binting, Chair
James Schessler
David Luber
Thomas Haralampoudis
Mary Beth Hansbury, Public Member

Finance Committee

David Luber, Chair
James Schessler
Thomas Binting

Long Range Planning Committee-Strategic Planning

Thomas Binting, Chair
James Schessler
David Luber
Louise Easton

Personnel Committee

James Schessler, Chair
Louise Easton
Kate Bartley

Technology

David Luber, Chair
Rachel Barry
Sue Carter, Public member
Jim Malcolm, Public Member

Schools Liaison

Open

MUF Liaison

Louise Easton
Lynn Favreau

Ad Hoc Madison Heritage Trail

Louise Easton
David Luber

MADISON PUBLIC LIBRARY ANNUAL RESOLUTIONS - 2020

20-1 DESIGNATION OF OFFICIAL NEWSPAPER (see attached)

20-2 COPYING FEES

"Resolved to abide by the provisions of Borough Ordinance 36-2010 and 30-2011 regarding fees for copies of particular records and documents."

20-3 PUBLIC PARTICIPATION AT MEETINGS

"Resolved to permit the presiding officer at any meeting of the Board at his discretion to recognize members of the public in attendance who wish to speak to an issue prior to the taking of a vote on that issue."

20-4 PURCHASING – Midwest Tape, LLC (see attached)

20-5 PURCHASING – Baker & Taylor, Inc. (see attached)

20-6 RESOLUTION REGARDING BANK ACCOUNTS AND SIGNATORIES

"Resolved to establish that Provident Bank be established as Library Depository and that checks drawn on and withdrawals made from library accounts shall be signed by the Library Director (Lynn Favreau) and counter-signed by the Treasurer. In the absence of the Treasurer, and/or the Director, the President, Vice-President, Secretary, or designated Trustee/s shall be authorized to sign checks and authorize withdrawals."

"Resolved to maintain the second bank account at Provident Bank for the deposit of credit card payments. Any two individuals holding the following titles are authorized to transfer funds and make withdrawals from the account: Library Director, Treasurer, President, Vice-President, Secretary or designated Trustee."

20-7 RESOLUTION REGARDING TRANSFER OF SECURITIES (see attached)

20-8 RESOLUTION FOR PROFESSIONAL SERVICES (see attached)

20-9 RESOLUTION TO ADOPT TEMPORARY 2020 BUDGET (see attached)

20-10 RESOLUTION TO APPOINT 2020 AUDITOR


"Resolved to appoint the firm Nisivoccia LLP auditors for 2020 subject to the Finance Committee meeting and acceptance of their fee schedule for the 2019 audit and resolution of outstanding matters."

ADOPTED AND APPROVED

January 9, 2020


President, Library Board of Trustees

ATTEST:


Secretary, Library Board of Trustees

**Madison Public Library
Resolution #20-1**

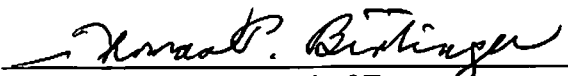
**RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS OF THE MADISON
PUBLIC LIBRARY FOR PUBLICATION OF LEGAL NOTICES**

WHEREAS, the Open Public Meetings Act, N.J.S.A. 10:4-6 et. seq. requires that notification be given of meetings of public bodies as therein defined and in the manner therein set forth.

WHEREAS, the Board of Trustees of the Madison Public Library wishes to designate THE MADISON EAGLE and/or THE DAILY RECORD as its official newspapers for the publication of legal notices for the year 2020;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Borough of Madison in the County of Morris and State of New Jersey, that, THE MADISON EAGLE, PO Box 687 Bernardsville, NJ 07924, and/or THE DAILY RECORD, 6 Century Drive, Parsippany, New Jersey 07054, are hereby designated as official newspapers of the Madison Public Library for the year 2020 for the purpose of publishing legal notices of the municipality.

ADOPTED AND APPROVED
January 9, 2020



President, Library Board of Trustees

ATTEST:



Secretary, Library Board of Trustees

**Madison Public Library
Resolution #20-4**

**RESOLUTION OF THE MADISON PUBLIC LIBRARY AUTHORIZING THE AWARD
OF NON-FAIR AND OPEN CONTRACTS FOR 2020**

WHEREAS, the Madison Public Library has a need to acquire library materials to be provided as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44a-20.4 OR 20.5 as appropriate; and,

WHEREAS, the Library Director has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

WHEREAS, the anticipated term of this contract is one year and may be extended annually as approved by this governing body; and

WHEREAS, has submitted a proposal in January 2020 indicating they will provide the library materials; and

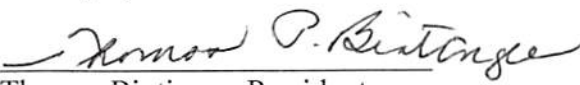
WHEREAS, Midwest Tape, LLC has completed and submitted a Business Entity Disclosure Certification which certifies that Midwest Tape, LLC has not made any reportable contributions to a political or candidate committee in the Borough of Madison, County of Morris, State of New Jersey, elected in the previous one year, and that the contract will prohibit Midwest Tape, LLC from making any reportable contributions through the term of the contract; and

WHEREAS, in accordance with N.J.A.C. 5:30-5.4 the Library Director has certified as to the availability of funds for this contract.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of the Madison Public Library in the County of Morris and State of New Jersey authorizes the Library Director to enter into a contract with Midwest Tape, LLC as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

ADOPTED AND APPROVED
January 9, 2020


Thomas Bintinger, President

ATTEST:


Secretary, Library Board of Trustees

**Madison Public Library
Resolution #20-5**

**RESOLUTION OF THE MADISON PUBLIC LIBRARY AUTHORIZING THE AWARD
OF NON-FAIR AND OPEN CONTRACTS FOR 2020**

WHEREAS, the Madison Public Library has a need to acquire library materials to be provided as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44a-20.4 OR 20.5 as appropriate; and,

WHEREAS, the Library Director has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

WHEREAS, the anticipated term of this contract is one year and may be extended annually as approved by this governing body; and

WHEREAS, has submitted a proposal in January 2020 indicating they will provide the library materials; and

WHEREAS, Baker & Taylor, LLC has completed and submitted a Business Entity Disclosure Certification which certifies that Baker & Taylor, LLC has not made any reportable contributions to a political or candidate committee in the Borough of Madison, County of Morris, State of New Jersey, elected in the previous one year, and that the contract will prohibit Midwest Tape, LLC from making any reportable contributions through the term of the contract; and

WHEREAS, in accordance with N.J.A.C. 5:30-5.4 the Library Director has certified as to the availability of funds for this contract.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of the Madison Public Library in the County of Morris and State of New Jersey authorizes the Library Director to enter into a contract with Baker & Taylor, LLC as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

ADOPTED AND APPROVED
January 9, 2020


Thomas Binting, President

ATTEST:

Secretary, Library Board of Trustees

Madison Public Library
Resolution #20 – 7

RESOLUTION (ASSOCIATION OR OTHER NON-CORPORATE ORGANIZATION)

BE IT RESOLVED THAT EACH OF

Thomas Binting, James Schessler and David Luber

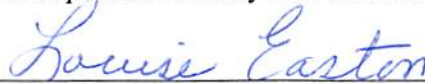
is hereby authorized to sell, assign and endorse for transfer, certificates representing stock, bonds, or other securities now registered or hereafter registered in the name of the

Free Public Library of the Borough of Madison

(Type of Organization e.g. Foundation, Church, Alumni Fund, Fraternal Organizations, etc.)

And any one may act on behalf of the Library for such purpose provided that the proceeds of any such sale, assignment or endorsement for transfer are made out to the Free Public Library of the Borough of Madison and/or deposited directly into an account for its benefit.

Louise Easton, Secretary



(Name and Title of Officer who is signing this Resolution)

Free Public Library of the Borough of Madison

(Name of Organization as it appears on the face of the certificate)

hereby certifies that the foregoing is a true copy of a resolution duly adopted by the

Board of Trustees

(Name of Governing Body of the Organization e.g. Trustees, Board of Directors, etc.)

Of said Public Library at a meeting duly held on the 9th day of January 2020 at which a quorum was present and voting and that the same has not been repealed or amended and remains in full force and effect and does not conflict with the

Library Laws of the State of New Jersey and local articles and by-laws

(Name of document under which the Organization is operating e.g. Charter, By-laws, etc.)

Of said Free Public Library of the Borough of Madison

(Name of Organization as appears on face of certificate)

SEAL

DATE

If no seal, certify there is no seal

A handwritten signature in blue ink that reads "Louise Easton". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Signature and Title of Officer signing
Resolution

IMPORTANT: The officer endorsing the certificates and the Officer signing this resolution must be two different people.

**Madison Public Library
Resolution #20-8**

**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN
CONTRACT FOR PROFESSIONAL SERVICE CONTRACTS FOR THE
COMPANIES/INDIVIDUALS LISTED BELOW FOR THE YEAR 2020**

WHEREAS, the Madison Public Library has a need to acquire Professional Service Contracts for the year 2020 as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Library Director has determined that the value of certain Professional Services listed herein may exceed \$17,500; and

WHEREAS, the anticipated term of said contracts is one year and may be extended as approved by this governing body; and


WHEREAS, each Professional Services provider has submitted a proposal indicating each will provide the services for the fee as described herein; and


WHEREAS, each Professional Services provider has completed and submitted a Business Entity Disclosure Certification where required by N.J.S.A. 19:44A-1, et. Seq. which certifies that said provider has not made any reportable contributions to a political or candidate committee in the Borough of Madison, County of Morris, State of New Jersey in the previous one year, and that the contract will prohibit said Professional Services provider from making any reportable contributions through the term of the contract, and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Madison Public Library authorizes the Board President to enter into a contract with the following Professional Service contractors as described herein; provided that the Business Disclosure Certification and the Determination of Value be placed on file by the business entity with this resolution.

Awarded To	Professional Service	Cost
Wiley Malehorn Sirota & Raynes	Library Legal Services	\$205 per hour

ADOPTED AND APPROVED
January 9, 2020


Thomas Bintinger, President

ATTEST:

Secretary

**Madison Public Library
Resolution #20-9**

RESOLUTION TO ADOPT TEMPORARY 2020 BUDGET APPROPRIATIONS

WHEREAS, N.J.S.A. 40A:4-19 Local Budget Act provides that (where any contracts, commitments or payments are to be made prior to the final adoption of the 2020 Budget) temporary appropriations be made for the purposes and amounts required in the manner and time therein provided:

WHEREAS, the date of this resolution is within the first thirty days of 2020; and

WHEREAS, the total appropriation in the 2019 expenditures, less capital improvements is as follows:

390 & 391	1,644,730
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WHEREAS, 26.25% of the total expenditures in the 2019 Budget less re-appropriated funds in the said 2019 Budget is as follows:

390 & 391	431,742
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NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Madison Public Library that the following temporary appropriations be made:

390 & 391	\$431,742
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President's Comments
January 9, 2020

2019 continued our focus on improving customer service and the way we deliver our services. These will be reflected in the Library Goal Report which Lynn will deliver at our February meeting but I thought I would high light some of those that I consider note worthy for my yearend report.

Technology is the area that I would like to start with. Dave Luber will be reviewing later with you the Long Range Plan that the Committee has prepared for our consideration. I consider the plan an outstanding example of preparing the Library to manage this vital area. Some of the actions have started to occur in 2019 including: laptops being adopted for staff use for more effective and efficient action while freeing up the desktops for staff and public use; new telephone system for the Library which is integrated with the Borough's.

Our financial results for the year were exceptional. We received increased support from the Borough because of the 1/3 of a mil increase. Controlling our costs and expense continued but our expenses reflected some onetime events that we benefited from: staff leaving and their replacements occurring later in the year affected totalsalary and fringe expenses; and planned activity in the capital expenditures area did not occur due to the delay in implementing the State Construction Act. These two events contributed approximately \$150,000 to the bottom line. These will not reoccur.

In the personnel area, we closed the year with the same head count as last year's with approximately 30 personnel: 13 full time (we share 1 with Chatham) and 17 part time. I will point out that we have 5 fulltime professional librarians and 3 part timers which is exceptional coverage for a library of our size. We hired a new Youth Services supervisor as Emily Weisenstein resigned for a new position and was replaced with Betsy Quinn. She comes with experience in the school library area which is helping in improving our services in this area.

In the Building & Grounds area, we have spent a lot of time monitoring the State Construction Act and working with the architect we have selected which will continue in 2020 as I will mention later. We also had several actions which may be considered minor but I consider worth remembering: the new back door entrance system which allows staff (and trustees) to enter without allowing the door being propped open or ringing the bell to have someone let them in. While not IDing the person entering, we will continue to enhance the system to have better internal control over this area. The staff opened the new coffee bar in the lobby using an old card catalog cabinet. Lindsay and Bruce deserve kudos here.

In the services area, I am sure you have noted the increased promotional activities regarding new collection additions as well as highlighting collection materials relating to current events. The monthly raffle at the front desk has also created a lot of interest. Our streaming services are increasing in providing services to our patrons-- Hoopla, Canopy and RB Digital. The lawn signs regarding participation in the Summer Reading program were a small but good way to give recognition to this program.

Looking Forward

The big challenge for 2020 will be our focusing on the submission to the State Library to apply for awards under the Bond Construction Act. The application form has just been released with a due date for applying or early March to early April. It is described as the 2020 traunch which raises questions as to how the monies will be spread. This will put immense demands on time for the Library staff and the Building & Grounds committee as well as the entire Board. We will be working closely with the Borough as we will be joint signers for the application as the Library Building is owned by the Borough.

There will be other goals to be established. They are still being developed by Lynn and the supervisors of the departments working with the Board Committees and will be presented to the Board at a later meeting.