

**FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON
THURSDAY, July 11, 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

Absent: Mayor Robert Conley, Mark DeBiasse and Mary Fevola, Finance and Administration Manager

Mr. Binting called the meeting to order at 7:33 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 June 13, 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 July was presented, noted was the NJEdge quarterly payment.

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

"Resolved to approve the July Bill List in the amount of \$47,504.49"

Mr. Luber reviewed the Library financial reports through June 2019. Mr. Binting mentioned the check for the Technology and Utilities appropriation from the Borough is forthcoming.

Since the Board does not meet in August a resolution to permit the payment of invoices for the month of August is necessary.

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

"Resolved to approve a resolution to authorize the payment of August bills not to exceed \$50,000.00."

PRESIDENT'S REPORT

Nothing to Report.

DIRECTOR'S REPORT

Mrs. Favreau reviewed her monthly report.

Mention was made of:

- Drop in circulation for June supports the correlation between programming and circulation. Children's Programming was on hiatus so there has been less traffic.
- The current focus is Summer Reading. Betsy Quinn joined full time 7/8/19 and Ms. Quinn has hit the ground running with the program.
- The new keypad entry system for staff has been a huge help and is greatly appreciated by staff. Mr. Schessler highlighted that security was the motivator for the new lock system.
- Despite best efforts to auction then donate the old shelves, no interest was generated, so the old shelving is being recycled.
- We hit a snag with Square sign up for the acceptance of credit card payments from patrons. Square advised, as required by banking regulation, an individual's social security number and personal information is needed to open the library's account. The Library is trying to find an alternative as a company account should not be tied to an individual employee. The Board suggested contacting Wiley Malehorn Sirota & Raynes for advice if necessary
- The auditors were in the office the third week of June and completed their field work. Mr. Bintinger mentioned he spoke to Valerie Dolan at Nisivoccia. Due to her vacation schedule the final audits will probably not be seen until the beginning of August.
- Kanopy is not as popular as Hoopla. The library has recently added RBDigital to streaming services. If RBDigital proves more successful it may be advantageous to discontinue Kanopy. Ms. Hansbury commented on her positive experience with Kanopy and suggested patrons write reviews to serve as advertising. Ms. Favreau advised Freegal is being investigated and MAIN has been helpful in negotiating an umbrella contract for members of the consortia to benefit from reduced rates.
- As of today, over 500 children have registered for the Summer Reading Program; although past registration was approximately 600-700, registration is anticipated to continue to climb. Also, about 70 teens have registered which is very good news.

The Library Goals Report was discussed. Current month updates are now highlighted and shown in italicized print.

BUILDING & GROUNDS

Ms. Hansbury reported there is no written Buildings and Grounds Report; however, Bruce Heeseman's monthly Maintenance Report is attached. The Committee's last meeting was held to respond to Construction Bond Survey questions prior to submission. A meeting will be held next week to discuss comments on the draft Bond regulations.

Ms. Hansbury suggested a meeting be scheduled in 6 weeks to discuss the exterior of the library and associated long range plans for the exterior.

PERSONNEL

Mr. Schessler reported after the promotion of Ms. Quinn to Youth Services Supervisor, there is an open full time Youth Services Librarian position which had been advertised internally and tomorrow will be advertised externally.

TECHNOLOGY COMMITTEE

Mr. Luber reported we still do not have an installation date for the telephone system.

Mr. Luber echoed the improved security resulting from the keypad entry to the back door. Mr. Binting reminded the Board the keypad was a reasonably priced interim measure until the Borough wide security system which includes cameras and individual entry codes is implemented.

The Technology Strategic Long Range Plan has two components; hardware and programs. The Committee is working with Robert Daniher on hardware and other improvements recommended by Mr. Daniher. Objectives were clarified and the committee will meet week to review. Lynn discussed with staff and assigned responsibility to various employees.

Mr. Luber presented and requested approval of the Scanner Policy.

Upon motion of Mr. Haralampoudis and seconded by Ms. Barry it was unanimously

“Resolved to approve the Policy Governing Public Scanner Use.

SCHOOLS AND TEENS

Nothing to report.

FMPL

Mrs. Favreau advised FMPL Summer Mini Courses have begun and are going well. The Summer Seminars began and although the seminars are not run by FMPL some of the funding is coming from FMPL.

MUF/MAIN

Mrs. Favreau reported a MAIN Board meeting was today. No news about MUF.

POLICY COMMITTEE

Mrs. Hansbury presented the following policies for Board approval.

- **Notary Policy** – Discussion was held. Anticipated document requests include school registrations and field trips; there are 4 notaries in the Circulation Department. Since the library is open in the evenings and on weekends when the Borough Clerk will not be available, the Borough is supportive.

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

“Resolved to approve the Madison Public Library Notary Policy and Procedures”

- **Patron Code of Conduct Policy and Procedure** – this policy will replace the existing Patron Code of Conduct and Enforcement Procedures. Discussion was held.

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

“Resolved to approve the Madison Public Library Patron Code of Conduct Policy and Procedures”

- **Tutoring Policy** – this policy was reviewed and slightly updated. Discussion was held.

Upon motion of Ms. Easton seconded by Ms. Barry it was unanimously

“Resolved to approve the Madison Public Library Tutoring Policy”

- **Study Room Policy** – The Committee combined the Small Meeting Room and Study Room policies.

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

“Resolved to approve the Study Room Policy”

OLD BUSINESS

Nothing to report.

NEW BUSINESS

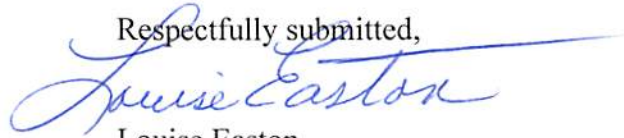
Nothing to report.

PUBLIC COMMENT

None

The meeting was adjourned at 8:35 PM.

Respectfully submitted,

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

Louise Easton
Secretary