

**FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON  
THURSDAY, JUNE 8, 2017  
7:30 PM**

Present: Thomas Binting, President, Mayor Robert Conley, Louise Easton, David Luber, Mary Beth Hansbury, Sara Reichel, Gary Ruckelshaus, James Schessler, William VanRyzin and Marilyn Favreau, Library Director

Mr. Binting called the meeting to order at 7:34 PM. Ms. Hansbury announced on October 11, 2016 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 2017 was posted and shall remain posted throughout the year on the official Library Bulletin Board. Notice was faxed also to the Madison Eagle, to the Daily Record, and hand-delivered to the Borough Administrator.

The minutes of the May 11, 2017 Regular Session were presented for consent - accepted as presented with one editorial change in the President's Report.

**TREASURER'S REPORT**

Mr. Ruckelshaus reviewed the library financial reports through May 2017. There was discussion regarding electric and gas cost comparison with prior years.

Upon the motion of Mr. Ruckelshaus and seconded by Mr. Luber, it was unanimously,

"Resolved to approve the May bill list in the amount of \$42,820.81 after excluding a bill from Library Interiors."

**PRESIDENT'S REPORT**

Mr. Binting asked for an update on the History Book Project. Mr. Luber reported the contract has gone through some iterations and has been submitted to the author. There are still some issues to be settled. The committee will meet next Tuesday and the project is moving along nicely and more information has been added.

Ms. Hansbury stated she has noticed there are no signs around town indicating the location of the Library and that it would be a good idea to put signs up. Mayor Conley requested Mrs. Favreau write a letter to the Borough Administrator requesting Library specific signs in appropriate locations to be included in the Way Finding System as DDC expands it.

## **DIRECTOR'S REPORT**

Mrs. Favreau reported there has been a slight decrease in some statistics and a slight increase in others. Year to date, book circulation is holding flat while DVD and CD circulation is being affected by streaming use by patrons.

Panels installed in the Picture Book Room by Library Interiors were not accord with specs. Mrs. Favreau will contact Library Interiors to discuss resolution of the problem. Mr. Craig Erezuma, consulting architect for the Picture Book Room, is looking into other options.

The change to the use of the time clock is delayed as we need to wait for bandwidth to be installed.

Alex Cohen was at the Library on Monday for an opportunity to work with the public. He was pleased with information he received and is hoping to do a preliminary presentation at the July Board meeting.

The Library has been asked to do Community Outreach at the Madison Pool and farmers market. Plans are currently underway for one day a week from 10-4 at the pool. This is being treated at a pilot program with potential.

Mrs. Favreau believes there is a lack of security at the back entrance and will be reviewing other means for staff entry to the entrance. She reported that Staff name tags have arrived and are in use.

## **BUILDING & GROUNDS**

Mr. VanRyzin reviewed the Maintenance Supervisor's Report. Items of note include: service problems for the air conditioner in the Server Room; and, the accident involving a car driving into the swale near the handicap spot did not result in any significant damage.

The Borough and the Library are awaiting the consulting engineer's report from the roof inspection and a proposal for preparation of bidding specs for the roof replacement.

## **PERSONNEL**

Mrs. Favreau reported on the status of the process to hire a reference librarian.

Upon the motion of Mr. Schessler and seconded by Mrs. Easton it was unanimously,

“Resolved to approve the hiring of Paige Briglia, as Adult Services Librarian, pending a successful background check.”

The current part time custodian has resigned. After discussion of the job description for the part time custodian upon the motion of Mr. Schessler and seconded by Mr. Ruckelshaus it was unanimously,

“Resolved to adopt the changes in the position of part time custodian.”

## **FMPL**

Mrs. Favreau reported the Friends’ were the recipient of the NJLA Service Award and were recognized by the Mayor and Council on May 22.

## **MUF**

No report

## **TECHNOLOGY COMMITTEE**

Mr. Luber reported the new charging station, located in the adult section alcove, is getting a lot of use. Staff is still working on finding a convenient and safe location for a second charging station to be placed in the Children’s section. The new Envisionware print management software is working well. MAIN has activated a free first \$.30 per day function for patrons holding a Madison Library card. Software limitations preclude this to users holding a guest card and for remote wireless printing. A manual staff override for the latter card is available, and may be considered in the future.

The SonicWall Security Services, which runs the network router expired on May 22. The firewall software will continue to function but will no longer be updated with anti-virus signatures. MAIN has chosen a Cisco product as the new router standard but configuration of these by MAIN will only begin in the year 2018. The Committee has recommended that we purchase a two year renewal for the SonicWall Security Services for protection during that period.

There have been a number of internal staff emails regarding administrative issues with the Library website. Mrs. Favreau will convene a meeting of key staff members to establish rules and responsibilities for controlling/approving changes to the website.

The Madison Eagle digitization needs to be completed. In order to provide enhanced indexing and searching capabilities, this will probably require contracting with Hudson Archival to digitize the missing months from micro film. Requests for hosting services will be obtained from both Hudson and Veridian.

## **SCHOOLS AND TEENS**

Ms. Reichel reported that she is continuing to work with Dan Nazarko, Staff Librarian, regarding future ideas for student use at the Junior School.

**LONG RANGE PLANNING/DEVELOPMENT COMMITTEE**

No report

**OLD BUSINESS**

No report

**NEW BUSINESS**

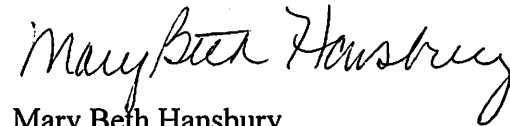
No report

**PUBLIC COMMENT**

None

The meeting was adjourned at 8:57 PM.

Respectfully submitted,

A handwritten signature in cursive script that reads "Mary Beth Hansbury".

Mary Beth Hansbury  
Secretary