

**FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON  
THURSDAY, June 13, 2019**

**7:30 PM**

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

Mr. Binting called the meeting to order at 7:44 PM. In Ms. Easton's absence, Mrs. Favreau 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 May 9, 2019 Regular Meeting and the May 9, 2019 Executive Session 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 June was presented.

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

"Resolved to approve the June Bill List in the amount of \$37,738.68"

Mr. Luber reviewed the Library financial reports through May 2019.

**PRESIDENT'S REPORT**

Nothing to Report.

The newly appointed Board member, Thomas Haralampoudis joined the meeting. Mayor Conley administered the Oath of Office. Mr. Haralampoudis and Mayor Conley signed the Oath of Office document, an original to be filed with the Borough Clerk's office.

**DIRECTOR'S REPORT**

Mrs. Favreau reviewed her monthly report.

Mention was made of:

- The draft Notary Policy which was approved by Jim Burnet, Chief Financial Officer of the Borough. Mr. Bintinger requested the policy be separated into policy and procedure by the Policy Committee.
- Library Link NJ Annual Membership meeting passed a budget providing for an annual cost share cap to increase by no more than 2% per annum. Candidates from M.A.I.N., LMxAC and PALS+ were voted onto the Board of LLNJ.
- Mr. Schessler and Mrs. Favreau attended the June 11<sup>th</sup> Library Law Forum at M.A.I.N.
- Book Page, a monthly book review publication, was subscribed to and is anticipated to be popular with patrons.
- Kanopy uncapped its playing system for kids, unlimited videos can be watched for 30 days at a cost of \$5.00 for each 30 day pass.
- Hoopla is doing well. Adult services is working toward adding RB Digital to streaming.

Mrs. Favreau thanked Ursula Infantino for supplying the Children's Services Department report for the month of May.

In early June, Governor Murphy's administration announced draft regulations for the 2017 Library Construction Bond Act have been finalized and will be posted for a 60 day public comment period starting July 1, 2019.

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

## **BUILDING & GROUNDS**

The Building and Grounds Committee and Maintenance Reports are attached to the minutes.

Ms. Hansbury reported the Committee held their scheduled telephone discussion with Anthony Iovino to discuss the Construction Bond Survey and had the Survey reviewed by Ray Codey, Borough Administrator, prior to the May 17<sup>th</sup> submission date. Ms. Hansbury advised it was clear the Survey is not a binding document and is serving to gather an estimate of costs from libraries.

The appropriate time has elapsed since the Borough listed the shelving and other furniture for auction several weeks ago; the library may now discard those items.

## **PERSONNEL**

Mr. Schessler reported Ms. Elizabeth Quinn was the only internal applicant for the Full Time Youth Services Supervisor position vacated by Emily Weisenstein May 24<sup>th</sup>, 2019. Ms. Quinn interviewed by the Personnel Committee, was offered and accepted the position. An advertisement will need to be placed to fill the position for Youth Services Librarian. Mrs. Favreau and Ms. Quinn, after discussion, agreed the position should be full time rather than part time.

Upon motion made by Mayor Conley and seconded by Mr. Haralampoudis, it was unanimously

“Resolved to approve Ms. Elizabeth Quinn as the full time Youth Services Supervisor” and

“Resolved to approve the advertisement posting for a full time Youth Services Librarian”

## **TECHNOLOGY COMMITTEE**

Mr. Luber reviewed the attached copy of the presentation made to the Technology Committee on June 6, 2019 by Ralph Graham and Corinne Bowen proposing the library accept credit card payments through Square. The Committee recommends the Board approve the acquisition of Square and the opening of a separate bank account at Provident Bank to accept the credit card transactions.

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

“Resolved to approve the use of Square and the purchase of the required software and hardware to accept credit card payments” and

“Resolved to establish a 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”

Mr. Luber advised Ralph Graham received the second locksmith’s proposal for the employee entrance, copy distributed in the Board Packet. Discussion was held regarding the merits of the keypad system and corresponding cost proposed by Corbett Lock & Security as a safe and economically practical interim solution to the employee entrance until the Borough’s card key entry system is installed at all Borough buildings. The first locksmith, Cy Drake Locksmith, proposed a more sophisticated system at a higher cost of \$7,500.00.

Upon motion made by Mr. Schessler and seconded by Ms. Hansbury, it was unanimously

“Resolved to proceed with the \$1,572.00 estimate for the Adams Rite keypad, exit device and labor outlined in Corbett Lock & Security”

Mr. Luber advised installation of the new telephone system will be delayed several weeks due to a personal issue with the individual scheduled to install the system.

The Eagle Archive User Guide will be revised by Ms. Barry due to changes made to the platform which hosts Eagle Archive. The Archive can be used only by Madison Library cardholders or if a patron is in the library. Access is not permitted by non-cardholders if

not physically in the library.

The Technology Strategic Long Range Plan continues to be a work in progress with participation from staff focusing on hardware, software, servers, technology based programs and programs requiring technology.

### **SCHOOLS AND TEENS**

Nothing to report.

### **FMPL**

Mrs. Favreau thanked the Friends for the wonderful luncheon for volunteers hosted on May 13, 2019.

Summer programs will begin soon; an article announcing the summer schedule appeared in the Madison Eagle. Mini Course lecturers are booked through 2020.

### **MUF/MAIN**

Mrs. Favreau reported she and Nancy Adamczyk will continue to research the history of MUF and as reported at the last meeting, future records will be maintained at the Morristown Library.

Mrs. Favreau reported the M.A.I.N. Board Meeting was held today, Library Link NJ was discussed.

### **OLD BUSINESS**

Nothing to report.

### **NEW BUSINESS**

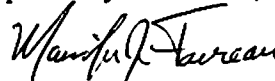
Nothing to report.

### **PUBLIC COMMENT**

None

The meeting was adjourned at 8:50 PM.

Respectfully submitted,



Mrs. Favreau  
Secretary pro Tem