

**FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON**  
**THURSDAY, MAY 10, 2018**  
**7:30 PM**

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

Mr. Luber called the meeting to order at 7:32 PM. Ms. Hansbury announced that on October 11, 2017 in accordance with 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 2018 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 April 12, 2018 Regular Meeting and April 12 Executive Session were presented for consent – accepted as presented.

**TREASURER'S REPORT**

Mr. Ruckelshaus reviewed the library financial reports through April 2018.

Upon the motion of Mr. Ruckelshaus and seconded by Mr. Van Ryzin it was unanimously

"Resolved to approve the May bill list in the amount of \$31,339.38."

**PRESIDENT'S REPORT**

Upon the motion of Mr. Ruckelshaus and seconded by Mr. Van Ryzin it was unanimously

"Resolved to adopt the final 390 and 391 budget for 2018."

Upon the motion of Ms. Hansbury and seconded by Mr. Van Ryzin it was unanimously

"Resolved to approve for public auction the items:  
1998 – 1998 Minolta Microfilm Reader, Printer, Coin Box and Cart  
25 Year Old Single Stroke Toro Snow Blower  
30 Year Old Two Stroke Snapper Snow Blower."

## **DIRECTOR'S REPORT**

Mrs. Favreau reported all Borough employees using Rosenet have been enrolled in security training.

A new State Law, which goes into effect on October 31, 2018, grants part time employees one hour of paid sick time for every 30 hours worked.

There was discussion regarding restroom facilities in the building, with the matter being referred to the Building and Grounds Committee.

The new courier for ILL is working well.

Staff reporting relationships have been re-assigned and departments reorganized, as approved by the Personnel Committee.

The job posting for a new Reference Librarian has been distributed with a response date of May 20.

The Arcari Iovino contract has been sent to the architect for signature. A report was handed out regarding the time lines for the State Project.

A coffee will be held on May 24 at 9:30 for Adrienne Tawil for her retirement.

## **BUILDING & GROUNDS**

Mr. Van Ryzin reviewed Mr. Heesemann's monthly report. Public services has completed their clean up of the storm debris and Dan's Tree Service has submitted a proposal to trim the trees that Bruce could not reach. The Rotary Club completed their annual clean up.

## **PERSONNEL**

No report

## **FMPL**

Mrs. Favreau reported the Friends are working very hard on Touch-a-Truck. A luncheon for staff and volunteers was held on May 14.

## **MUF**

No report

## **TECHNOLOGY COMMITTEE**

Mr. Luber reported that a Technology Committee meeting was held on May 2. He discussed the revision of the proposed computer replacement/technology plan.

Upon the motion of Mrs. Easton and seconded by Mr. Van Ryzin it was unanimously

“Resolved to approve the proposed funding of up to \$14,000 for Purchases of Computers and other Technology as described in the 2018 Technology proposal.”

Toya Dubin of Hudson Archiving has recommended the library appoint an administrator to oversee all edits to the Archive OCR searchable text. A brainstorming session was held to discuss the responsibilities of possible part time or internal historical archive administrator.

Emily Weisenstein has developed a draft brochure for 3D printing and recommends the creation of a binder for the staff. The next step will be the creation of a staff plan (who does what) and training for all Reference staff and some members of the Children’s staff.

## **SCHOOLS AND TEENS**

No report

## **LONG RANGE PLANNING/DEVELOPMENT COMMITTEE**

No report

## **OLD BUSINESS**

No report

## **NEW BUSINESS**

No report

## **PUBLIC COMMENT**

None

The meeting was adjourned at 8:47 PM.

Respectfully submitted,

*Mary Beth Hansbury*

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Secretary