

**FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON
THURSDAY, MAY 11, 2017
7:30 PM**

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

Mr. Binting called the meeting to order at 7:32 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 March 9, 2017 Regular Session were presented for consent - accepted as presented.

The minutes of the April 19, 2017 Regular and Executive session were presented for consent – accepted as amended.

TREASURER’S REPORT

Mr. Ruckelshaus reviewed the library financial reports through April 2017.

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

“Resolved to approve the May bill list in the amount of \$44,361.02.”

PRESIDENT’S REPORT

Mr. Binting updated the status of the project regarding the Madison History Book. An agreement was reached between the Historical Society to jointly establish the duties of the committee and to oversee the project. There was discussion regarding contractual issues and responsibilities with Susan Simon, Representative of the Madison Historical Society.

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

“Resolved to approve the arrangement with the Madison Historical Society to update the Madison History Book.”

He reported that a policy review will be considered in the future regarding the Library's Computer policy rules for staff actions when encountering activities prohibited . The Chief of Police suggested a training session for staff regarding such issues.

The NJ State Library Association has requested local libraries to support the Senate Bill 2171 "New Jersey Library Construction Bond Act". A draft resolution was discussed. Upon the motion of Mr. Binting and seconded by Mr. Ruckelshaus it was unanimously,

"Resolved to approve a Resolution to support Senate Bill 2171 as drafted."

DIRECTOR'S REPORT

Mrs. Favreau reported on circulation statistics noting that circulation is down a little which is the trend all libraries are seeing. A new time clock has been installed in the staff room but is not yet in use. She reported that Aaron Cohen Associates , in connection with their contract for review of Library services, visited the Library on May 9 for a day long series of information sessions with members of the staff, Board of Trustees, Friends of the Library and Historical Society. The meeting went very well with the staff having a lot of input.

ILL and Jersey Cat statistics were discussed.

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

"Resolved to approve the revised Youth Application for Volunteer Service as amended."

BUILDING & GROUNDS

Mr. VanRyzin reviewed the monthly Building and Grounds report.

Mr. VanRyzin reported the Picture Book Room Project is moving along and some tops to shelving have yet to be installed. A meeting with a roofing consultant recommended by the Borough was held. A report from the meeting is expected shortly.

PERSONNEL

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

Mr. Schessler reported the Borough has a policy which requires background checks every three years.

Upon the motion of Mary Beth Hansbury and seconded by William VanRyzin it was unanimously,

“Resolved to adopt the policy of the Borough with respect to criminal background checks on a three year basis for all employees or volunteers age 18 or older.”

Upon the motion of Mary Beth Hansbury and seconded by Mr. Luber it was unanimously,

“Resolved to approve the reactivation of employee Mary Bliss.”

FMPL

Mrs. Favreau reported the Friends’ were the recipient of the NJLA Service Award and will be recognized at a Borough Council meeting on May 22. A meeting was held and a luncheon for staff on May 8.

MUF

Mrs. Favreau reported the annual Trustee dinner meeting was held. Statistics for the Morris-Union Federation were reviewed. It was observed that the Madison Library is a significant lender to patrons from other libraries.

TECHNOLOGY COMMITTEE

Mr. Luber reported the Library has contracted for weekly backups at \$50 per month. MAIN has implemented a policy on Envisionware and will provide a feature which provides for .30 per day, per patron free printing which took effect at the Library today. One charging station is up and running and a second one will be installed in the Children’s Department. MAIN is switching its contracts on firewall to a CISCO product.

SCHOOLS AND TEENS

Ms. Reichel reported the Junior School Library was emptied for construction and will be closed until it is completed.

LONG RANGE PLANNING/DEVELOPMENT COMMITTEE

No report

OLD BUSINESS

No report

NEW BUSINESS

No report

PUBLIC COMMENT

None

The meeting was adjourned at 9:19 PM.

Respectfully submitted,

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

Mary Beth Hansbury
Secretary