

**FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON
THURSDAY, May 9, 2019**

7:30 PM

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

Absent: Mayor Robert Conley and Mark DeBiase

Mr. Binting called the meeting to order at 7:30 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.

Mr. Binting called an Executive Session of the Board at 7:32 PM. The Regular Board Meeting reconvened at 7:52 PM.

The minutes of the April 11, 2019 Regular Meeting were presented for consent, the minutes were accepted as written.

TREASURER'S REPORT

Mr. Luber presented the Treasurer's Report.

The Bill List for May was presented.

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

"Resolved to approve the May Bill List in the amount of \$31,940.00"

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

PRESIDENT'S REPORT

Mr. Binting reviewed a situation where a patron questioned the library's policies regarding the use of private rooms. Following discussion, Mr. Binting appointed an ad hoc committee comprised of Mary Beth Hansbury, Louise Easton, Rachel Barry and Marilyn Favreau to review and update existing policies and prepare a recommendation for the Board to consider.

DIRECTOR'S REPORT

Mrs. Favreau reviewed her monthly report.

Circulation is slightly down compared to the same time period last year. Staff is exploring streaming from RBDigital which permits a 7 day viewing license for patrons. Ms. Hansbury requested to see the attendance numbers for Wednesday night classic movies. Jeffrey Payton usually reports these numbers on a quarterly basis. Discussion was held to possibly add a date/time for first run films.

A second locksmith has looked at the existing rear door to improve the ease of employee access to the building. We are awaiting a quote. The locksmith said there is no mechanical solution, an electronic system appears to be the only option to investigate.

Mrs. Favreau advised the Borough approved a new auction house at their May 1st Meeting. The Borough will pass a resolution announcing the furniture presented at the library's March Trustee Meeting will go to auction. Any remaining items after the auction will be advertised on Library Link and thereafter, remaining items can be discarded.

Mention was made of Jackie Galton's effort to track down lost books resulting in over \$1,300 in paid lost items and fines.

The Friends of the Library applied for a matching Rotary Grant for new Nooks for patron use.

Members of the Circulation Staff are training to be notaries. A preliminary policy is being developed and will be presented in the near future. The policy will also be sent to Jim Burnet of the Borough for review in conjunction with the Borough's insurance policy requirements.

The Library Goals Report was discussed. Current Month updates are shown in italicized print.

The Capital Construction Project Status Report, included in the Board Advance Packet, provides an update on the State Library's Bond Issue requirements for application for support. Discussion was held. Libraries are requested to complete an information gathering survey in order for the NJ State Library to anticipate the number of potential grant applications. The survey is due May 17th. A telephone conversation will be held with the Building and Grounds Committee and the architect to determine the best course for completing the survey. Prior to submission the Borough Administrator, Ray Codey, will be consulted.

BUILDING & GROUNDS

The Building and Grounds report is attached to the minutes.

Ms. Hansbury reported the Committee met with the architect, Anthony Iovino, on April 8th to review his revised design. Subsequent to the meeting, storage for the Children's Department, FMPL and the Historical Society was revisited and will be reconfigured and presented to the architect. The meetings held with the various departments and other groups using the library for meetings and storage proved helpful. A telephone discussion will be held with Anthony Iovino to discuss the Construction Bond Survey prior to the May 17th Survey due date.

Mrs. Favreau reviewed Bruce Heesemann's Buildings and Grounds Report and complimented Bruce and Lindsay Gannon for their work on the installation of the Coffee Corner which is being well received.

Discussion was held regarding the crumbling floor of the fountain and perhaps hiring someone to repair on an interim basis pending the planned renovation after the Construction Bond Application and Award is finalized. Concern of children activities around the fountain was expressed. A warning sign could be posted near the fountain to remind parents to deter children from climbing.

The Board commented on the refreshing of grounds and expressed their gratitude for the volunteer work of the Rotary Club and the donation of Joe Caruso Landscaping for weeding, trimming and mulching the area between the library and the Chase Room. Mrs. Favreau will follow with a thank you note to the Rotary and Mr. Caruso on behalf of the library.

PERSONNEL

Mr. Schessler reported Ms. Elizabeth Quinn accepted the employment offer for part-time Youth Services Librarian and began May 8, 2019. He also reported Ms. Weisenstein, the current Youth Services Supervisor, has submitted her resignation effective May 24, 2019. Mr. Schessler reviewed the need to post a job opening for Youth Services Supervisor internally as provided by Policy. Internal staff may apply for the position between 5/13-5/17/19; if the internal candidate search proves unsatisfactory external candidates will be sought thereafter.

Upon motion made by Mr. Luber and seconded by Ms. Easton the Board unanimously

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

Mrs. Favreau discussed staffing for the Summer Reading Program which kicks off on June 24, 2019. Coverage for all aspects of the Summer Reading Program is underway with staff and will be completed before Ms. Weisenstein's departure.

TECHNOLOGY COMMITTEE

The Meraki router was successfully installed and is up and running. Cut off took place on April 25, 2019.

Eagle Archive was formally launched and coverage of the event appeared on the 1st page of the Madison Eagle. Ms. Barry will follow up with Mr. Luber regarding the User Guide.

The Technology Strategic Long Range Plan is still in progress. Meetings with Mrs. Favreau and Mr. Robert Daniher were held. Strategizing the usage of laptops for staff, purchase and a 5 year cycle rotation of equipment for both staff and public equipment is being developed. The objective is to get all equipment on a 5 year cycle to plan a level rotation of equipment in future years rather than spikes and decreases. Backup servers will also be placed on a 5 year replacement cycle. Sensitive library information, such as personnel and financial information, will continue to be kept on the backup server. General information will eventually be saved to the cloud as recommended by MAIN.

Mr. Luber reported the library received IPG's telephone proposal for the update of the library's telephone equipment which is very outdated. He reported that this is a digital system and is being piggybacked off the Borough's purchase. The library will use the Borough's voice mail system and utilize a 4 digit extension to access Borough staff rather than dialing current external telephone numbers. The library will retain its existing telephone number.

Upon motion made by Mr. Luber and seconded by Ms. Barry the Board unanimously

“Resolved to approve the acquisition of the telephone system NEC SV-9100 System per the IPG Telecom proposal provided acceptable answers to follow up questions are obtained”

SCHOOLS AND TEENS

Nothing to report.

FMPL

Mr. Luber reported Minicourses are going well and are scheduled into the fall. Mrs. Favreau complemented the successful effort of the Minicourses. She also reported FMPL began cleaning storage areas. The volunteer luncheon hosted by FMPL is scheduled for May 13, 2019. Mrs. Barry advised the July issue of Madison Living will include a feature on FMPL.

MUF/MAIN

Mr. Binting reported the Annual MUF dinner meeting for Library Directors and

Trustees took place on May 8th. Nancy Adamczyk, former Library Director, presented the history of MUF.

OLD BUSINESS

Nothing to report.

NEW BUSINESS

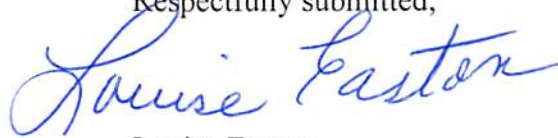
Nothing to report.

PUBLIC COMMENT

None

The meeting was adjourned at 8:45 PM.

Respectfully submitted,



Louise Easton
Secretary