

**FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON
THURSDAY, November 14, 2019**

7:30 PM

Present: Thomas Binting, President, Mary Beth Hansbury (telephonically), David Luber, Louise Easton, James Schessler, Marilyn Favreau, Library Director and Mary Fevola, Finance and Administration Manager

Absent: Mayor Robert Conley, Rachel K. Barry, Thomas Haralampoudis and Daniel Ross

Guests: Kian Deane and Philip Deane

Mr. Binting called the meeting to order at 7:36 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, with Board approval, advanced the Buildings and Grounds agenda item to allow guest speaker, Kian Deane in attendance with his father, Philip Deane, the opportunity to present to the Board his Eagle Scout Project for a solar powered, outdoor charging station for phones and computers. Mrs. Favreau gave a summary to the Board of the Building and Grounds meeting previously held with Kian Deane, Philip Dean, and a representative from Green House Solar to discuss the proposed outdoor solar powered charging station. The charging station would be an outdoor sheltered structure along with a bench for seating. The shelter would be in an open area preferably between the Chase Room and the swale to provide maximum exposure to collect sunlight on the shelter's solar panel roof. Kian will work with Green House Solar on a service contract which may cost the library at least \$100.00 per annum. The Eagle Scout Project can cover the costs of electrical, zoning and building permits if needed. Following discussion, Mr. Binting requested Kian provide a blueprint of his design with more details. Mrs. Favreau will contact the Borough regarding permit requirements. Following the submission of these items to the Buildings and Grounds Committee, the Board will reconvene on this proposal and vote at that point. The Board thanked Kian Deane. Kian and Philip Deane left the meeting.

The minutes of the October 10, 2019 Regular Meeting 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 November was reviewed. Mr. Luber reviewed several of the higher bills.

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

“Resolved to approve the November Bill List in the amount of \$44,717.37”

Mr. Binting requested a pause in the Treasurer’s Report to advance other agenda items requiring Board vote to allow Mrs. Hansbury the flexibility to exit the meeting, if necessary, after Board votes are taken.

The Board Meeting Dates for Calendar Year 2020 and the Library Closures Dates for 2020 were presented and reviewed.

Upon motion of Mr. Binting and seconded by Ms. Easton it was unanimously

“Resolved to approve the schedules for 2020 Board Meeting Dates and 2020 Library Closure Dates”

The list of Board Meetings will be published in two newspapers, as required by law, as well as distributed to the Borough Administrator and Borough Clerk.

Approval of the disposal of the Atlas Shelf was requested. This shelf was not included in the early 2019 list of items to auction. Possible use by the Historical Society was considered. The shelf is not needed and there is a second auction available to the library through the Borough.

Upon motion of Ms. Easton and seconded by Mr. Luber it was unanimously

“Resolved to approve the auctioning of the Atlas Shelf”

Mrs. Hansbury advised she was made aware of a company that collects shelving and furniture with metal. The company sells the metal and keeps the funds for their charitable cause. Mrs. Hansbury would like to investigate this not-for-profit company and will provide more details after concluding her research.

Mr. Luber advised the Youth Services Supervisor, Betsy Quinn, submitted a proposal to purchase Dell laptops for the Youth Services Department to facilitate the types of programming offered, for example the American Red Cross Babysitting Program and coding as well as provide multiple uses for teens and other patrons. The cost of the proposal will come from remaining 2019 grant funds from Ralph Errington and 2019 Friends of the Madison Public Library (“FMPL”) gifts to Youth Services Programming. Discussion was held.

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

“Resolved to approve the purchase of individual laptop computers not to exceed \$10,000 for programming use for teens and other patrons”

Mrs. Hansbury exited the meeting.

Mr. Luber resumed the Treasurer’s Report. The Library’s financial reports through October 2019 were reviewed. Mr. Luber mentioned the preliminary 2020 Budget was in the Board packets and will be revised. Mr. Binting advised the Personnel Committee will meet to review and finalize salary figures. The library was also advised FMPL will increase their annual gift to the library to a total of \$54,000 for 2020. The preliminary budget will be adjusted accordingly and will be presented to the Board for approval at the December Meeting.

PRESIDENT’S REPORT

Mr. Binting advised the Board the Construction Bond regulations are available online and provided the website address. Of note, the match remains at 50%, the per square foot expenditure level has been increased and expenditures for relocating the library during construction are permitted for submission; however, previously incurred expenses are not eligible for the grant.

Mr. Schessler and Ms. Easton noted the regulations are very technology oriented. Mrs. Favreau pointed out this could prove helpful toward the cost of running wires for technology during construction.

DIRECTOR’S REPORT

Mrs. Favreau reviewed her monthly report.

Mention was made of:

- Circulation remains strong and programs continue to be successful.
- Youth Services sponsored 51 programs in October.
- A meeting with the Y covered the traffic flow due to the start of their construction. For the next 4-5 weeks Keep Street access will be restricted. The library has advertised the best access to the library is from Belmont Street. The Y requested use of the library’s public parking lot for 8-10 staff members for short term parking, particularly prior to the library’s 10 a.m. opening. The Y was given a list of the times our parking lot is needed for program attendance.
- Graffiti was reported on the exterior wall of the adult stacks. Mr. Heesemann has tried several methods to remove. If impossible to remove, we will request Borough assistance as several other Borough buildings were also vandalized.
- The heat issue in the Chase Room continues and Mr. Heesemann is working toward getting both Trane and Teknikon to look at the unit together.
- A soft launch for the new Teen Area is proposed. Mrs. Favreau thanked FMPL for generously funding the redecoration.
- The library plans to experiment with putting the tutoring overflow into the Chase Room

on Tuesdays and Wednesdays when the library is at capacity.
-Patron use of credit cards is targeted to be in place by year end.

The Construction Bond Report and Library Goals reports were reviewed, highlights and italicized print reflect monthly updates. The Architect delivered drawings for furniture placement; a meeting will be held next week to review and test the space design.

Mrs. Favreau reviewed the Library Goals Report and advised most goals will be met by year-end; the one or two goals that will not be met are deliberate choices.

BUILDING & GROUNDS

In addition to the points covered earlier in the meeting, the Building and Grounds Committee distributed their 19 identified areas that need to be taken care of in the short and long term.

Mrs. Favreau reviewed Mr. Heesemann's Maintenance Report.

PERSONNEL

Mr. Schessler advised the Personnel Committee will meet next week to review final salary figures.

TECHNOLOGY COMMITTEE

Mr. Luber presented and reviewed the Technology Report noting:

-The computer equipment approved and installed the first week of November is up and running; these purchases allowed four employee desktops to replace those in public use that are out of warranty. MAIN will reimaged those computers for public use in early 2020.

-MAIN recently advised Window 7 will not be supported past this year. Mr. Daniher is assessing the impact on the library and Envisionware

-Wi-Fi cloud migration took place in October and was successful.

SCHOOLS AND TEENS

Nothing to report.

FMPL

Mrs. Favreau reported FMPL profit from 2019 mini course programs netted approximately \$45,000. FMPL was again complimented for their huge, successful undertaking.

FMPL Gala is scheduled for the last Saturday in March 2020. There will be no Touch a truck this year due to the Y's recent construction plans.

MUF/MAIN

Mrs. Favreau and Ms. Easton attended the MUF meeting on November 12th. MUF has applied to the state to reestablish their 501(3) (C) designation.

POLICY COMMITTEE

Nothing to report.

OLD BUSINESS

Nothing to report.

NEW BUSINESS

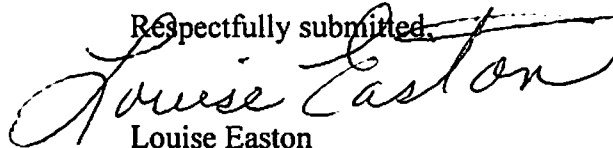
Nothing to report.

PUBLIC COMMENT

None

The meeting was adjourned at 9:02 PM.

Respectfully submitted,

A handwritten signature in cursive script that reads "Louise Easton". The signature is written in black ink and is positioned above the printed name and title.

Louise Easton
Secretary