

**FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON
THURSDAY, NOVEMBER 8, 2018
7:30 PM**

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

Absent: Mayor Robert Conley, Mark DiBiasse, and William Van Ryzin

Mr. Binting called the meeting to order at 7:35 PM. Ms. Hansbury announced that on October 11, 2017 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 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 October 11, 2018 Regular Meeting were presented for consent – accepted as presented.

TREASURER'S REPORT

Mr. Ruckelshaus reviewed the Library financial reports through October 2018. Discussion was held regarding the necessity of the endowment distribution dependent upon library budget performance.

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

"Resolved to approve the November Bill List in the amount of \$30,693.90."

PRESIDENT'S REPORT

Mr. Binting requested Board approval of the annual MAIN contract agreement 2019. Cost will rise roughly \$7K to \$8K to about \$50,000 for 2019. Mrs. Favreau distributed and reviewed MAIN's handout for the consortium assessment. She advised it would be more costly to the library to be independent from MAIN than to be a member and the library receives a cost justifiable benefit from membership. Discussion was held regarding continued membership.

Upon the motion of Mr. Binting and seconded by Mr. Luber the Board unanimously

"Resolved to approve the library's 2019 Main Membership."

Mr. Binting and Ms. Hansbury signed the MAIN agreement.

Mr. Binting presented the following calendars for 2019: 2019 Board of Trustees Meeting Schedule, as usual no meeting will be held in August; the 2019 Library Closings Schedule and 2019 Staff Holiday Schedule. Ms. Favreau pointed out that the Borough closure is different than the Library's to accommodate school closing. As a result employees will have floating holidays. Mr. Binting pointed out that the day after Thanksgiving will be a closing in 2018 and 2019. Full time staff will take a floating holiday on that Friday. The library will be open on Saturday and Sunday.

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

“Resolved to approve the 2019 Board of Trustees Meeting Schedule; the 2019 Library Closings Schedule; 2019 Staff Holiday Schedule; and the closing on Friday, November 23, 2018.”

The 2018 Friday closure will be posted on the website along with the 2019 Board Meetings and 2019 Library Closings Schedules.

Notice will be mailed to the Madison Eagle, to the Daily Record, and hand-delivered to the Borough Administrator of the 2019 Board of Trustees Meeting Schedule.

Upcoming retirements were mentioned. Dawn Amelia and Marie Hopkins are retiring as of 11/30/2018 and Andrea Sullivan will be retiring as of 12/31/2018.

DIRECTOR'S REPORT

Mrs. Favreau reported on Circulation Statistics and reviewed her monthly report. Programs are clearly driving circulation.

A successful October 25th Management Training meeting was discussed. Consistency dealing with public throughout the departments was emphasized along with the customer comes first policy. If there are issues staff was directed to refer to management.

Adult programming and outreach are strong currently and going into 2019. Staff is present for the programming. Adult services visited Drew University and Fairleigh Dickinson University. Future meetings are planned.

The status of LibraryLink NJ was updated; not much has changed. Library Link NJ feels there is more to their service than delivery and is determined to continue both tasks even if the outcome is unfavorable to their sustainability.

Mrs. Favreau discussed the Capital Construction Bond Report. Letters of Intent will be sent out in January for libraries to return. It is anticipated that the allocation package will be determined after the Letters of Intent are submitted. Legislation is still pending.

Ms. Favreau updated the Board on the Library Goals document. Discussion was held regarding the Buildings & Grounds Committee meeting with the architect.

The change to Prime Point payroll is ongoing. November 15th payroll was based on Prime Point rather than the library's handwritten timesheets. The library will continue to complete the handwritten timesheets in conjunction with Prime Point for several more payroll periods to be sure the transition is successful and budgeted amounts are not exceeded.

Personnel Manual was revisited due to the attorney inadvertently removing a paragraph addressing sick time for part time employees working over 20 hours a week. All part timers regardless of the number of hours worked and the year of hire were comingled with part-timers subject to the new law requiring 1 hour of sick time for every 30 hours worked. The Board confirmed it was never the intention to remove an existing benefit for employees, only to add the new law to the manual; correction was made to the manual which will be distributed to all staff.

BUILDING & GROUNDS

The Building and Grounds report was discussed.

PERSONNEL

Mr. Schessler reported he and Mrs. Favreau screened 15 applicants for the Finance and Administration Manager position and scheduled 4 individuals for interviews. Mary Fevola was selected as the hire subject to a second interview with Mr. Bintinger and Mr. Ruckelshaus. On October 16th, a Personnel Committee meeting was held to review Mrs. Fevola's application and various interviews. Her appointment was approved in order to begin training to ensure a smooth transition as soon as possible prior to Mrs. Amelia's November 30, 2018 retirement.

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

“Resolved to approve Mary Fevola as Finance and Administration Manager as of November 1, 2018”

SCHOOLS AND TEENS

No report.

TECHNOLOGY COMMITTEE

Mr. Luber reported all public computers have been re-imaged and staff wireless network is up and running. Specific computers allowed on the wireless network have double security. A meeting will be held by the Technology Committee to review purchases for 2019.

The upgrade of the computer for the Finance and Administration Department will be purchased in 2018. The existing computer is dated and since the laptop currently being used in the department is being redirected to Reference a newer computer is necessary.

QuickBooks backup of the existing information was discussed.

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

“Resolved to approve the purchase of a new computer for the Finance and Administration Department along with QuickBooks 2019 should be purchased.”

FMPL

Ms. Favreau reported the FMPL Gala is scheduled for March 23, 2019.

MUF

Mrs. Favreau reported she and Mrs. Easton attended two MUF meetings. The Spring Meeting will be held on May 1st and MUF is looking for a speaker to present the history of the MUF organization. It is the oldest consortium, founded in 1971. Nancy Adamczyk, as well as other librarians, is being approached to speak at the meeting.

OLD BUSINESS

At Mr. Bintinger’s request Mr. Luber and Mr. Ruckelshaus updated the Board on the progress/status of Madison Heritage. Mr. Luber reported next Friday a meeting will be held to prepare an outline of the three new chapters. Content will then be discussed with the authors to ensure consistency with the existing book. Mr. Luber and Mrs. Easton said Eagle Archive on-line was a tremendous help.

NEW BUSINESS

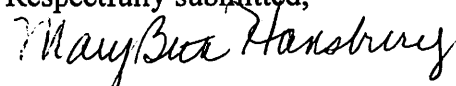
No report

PUBLIC COMMENT

None

The meeting was adjourned at 8:54 PM.

Respectfully submitted,



Mary Beth Hansbury
Secretary