

**FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON
THURSDAY, October 10, 2019**

7:30 PM

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

Absent: Mayor Robert Conley

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 administered the Oath of Office to the newly appointed School Representative member of the Board, Daniel Ross. An original of the Oath of Office will be filed with the Borough Clerk.

The minutes of the September 12, 2019 Regular Meeting of the Board were presented for consent; the minutes were accepted as written.

Attendees introduced themselves to Mr. Ross and welcomed him to the Board.

TREASURER'S REPORT

Mr. Luber presented the Treasurer's Report.

The Bill List for October was reviewed. Mr. Luber noted the last quarter payment for NJ Edge and a payment to The Hon Company for new furniture for the teen area are included in the October payments. The Friends of the library will be paying for the teen furniture and reimbursing the library.

Upon motion of Mr. Haralampoudis and seconded by Ms. Barry it was unanimously

"Resolved to approve the October Bill List in the amount of \$63,020.33"

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

Mr. Binting advised a preliminary Budget Meeting with the Borough Administrator and Chief Financial Officer is scheduled for October 18th to discuss the 2020 budget.

PRESIDENT'S REPORT

Mr. Binting advised Pam Hogan will be the new Chair of the Friends of the Madison Public Library (FMPL) in 2020 and the organization is seeking nominations for open positions, Vice-Chair, Recording Secretary and Assistant to the Hospitality Chair. Nominees and their contact information can be forwarded to Mr. Binting, current Chair, Sylvia Lubber, or Pam Hogan.

DIRECTOR'S REPORT

Mrs. Favreau reviewed her monthly report.

-Items of note in services:

- Growth in streaming, e-books and electronic audio books is continuing
- Use of the library as a community center is clearly successful as evidenced by attendance at library programs
- Other in the Circulation by Collection includes museum passes, Atlantic Health Systems packets, and alternative/discovery collections

-Borough and library staff met to discuss and walk around the library and property to assess the need for interior and exterior camera security. Most of the cameras will be positioned near circulation area to capture people entering and exiting the building. Possibly 12-13 cameras are scheduled for installation by the Borough before year end and cameras will feed directly to the Police Department

-Students from Fairleigh Dickinson University and Drew University were signed up for library cards during outreach programs

-Development of an outreach program for intermission during Shakespeare Theatre is being developed

-To accommodate full day Kindergarten, children's programs have been moved to afternoons

-Library Link will stay intact through the end of 2020; delivery costs are expected to remain unchanged

-We continue to negotiate with Provident Bank on the credit card system

Mrs. Favreau noted the existing Notary Policy requires an amendment as requested by the Morris County Clerk.

Upon motion made by Ms. Hansbury and seconded by Mrs. Easton it was unanimously

approved to revise the existing Notary Policy adding the following:

“The notaries at Madison Public Library are not attorneys licensed to practice law and may not give legal advice about immigration or any other legal matter or accept fees for legal advice. A Library Notary will, however, explain the difference between taking an oath or affirmation, and an acknowledgment, so that you can make the best choice of notarization if your document has no notarial wording.”

The Construction Bond Report and Library Goals reports were reviewed, highlights and italicized print reflect monthly updates.

BUILDING & GROUNDS

Ms. Hansbury reported we continue to wait for the final Construction Bond regulations.

The Committee met again to continue their review of the 19 areas of Building & Grounds concern, continuing to sort them into short term and long-term goals. The Committee will meet again in the coming weeks to complete this task.

Mrs. Favreau reported a Boy Scout presented his Eagle Scout Project for a solar charging station outside the library. Mrs. Favreau to follow up with the Borough regarding permits.

Mrs. Favreau mentioned Green House Solar Company would be used for the Eagle Scout Project and possibly for lighting the exterior library sign.

Mrs. Favreau reviewed Mr. Heesemann’s Maintenance Report noting replacement of the faucet and sink in the Youth Services Department and continued problems with the Chase Room heating and cooling unit.

PERSONNEL

Mr. Schessler distributed and reviewed The Role of the Personnel Committee. The document was developed by the Committee and outlines the responsibilities and long-range plans of the Committee, copy attached.

Mr. Binting complimented Mr. Schessler and the Committee on the document. Recommendation for all Committees to produce a similar document was made by Mr. Schessler.

TECHNOLOGY COMMITTEE

Mr. Luber presented and reviewed the Technology Report noting:
-Staff is working in small groups to review long range plans

- Equipment approved for purchase at last month's Board meeting is anticipated to be delivered and installed by the first week of November
- Wi-Fi cloud migration is scheduled for October 14th

SCHOOLS AND TEENS

Mr. Ross advised that Mrs. Quinn, Supervisor of Youth Services approached the Madison School District to sponsor her for NJ School Boards Conference Presentation. Also, the district has been partnering with Mrs. Quinn regarding audible books for students.

Mrs. Quinn and Ms. Galton made a successful library presentation at ESL Parent Night. This was the first time the library attended.

FMPL

Mrs. Favreau reported FMPL paid for carpet and swivel chairs for the teen area in addition to the furniture mentioned in the Treasurer's Report.

Touch a Truck has been placed on hold for a year due to the Y's recent construction plans which involve areas that have been used for the event

Mrs. Favreau complimented Sylvia Luber and the rest of the FMPL volunteers for the tremendous effort put into the mini courses in 2019 as FMPL has assumed total responsibility for the conduct of the mini courses this year

MUF/MAIN

Mrs. Favreau reported MUF meeting is scheduled for October 12th. At the MAIN meeting announcement was made of Library Link delivery continuing for another year.

POLICY COMMITTEE

Nothing to report.

OLD BUSINESS

Nothing to report.

NEW BUSINESS

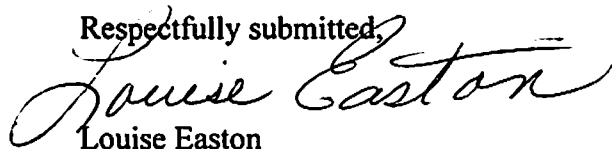
Discussion took place regarding the need throughout the Borough for signs directing people to the library. Mrs. Favreau reported Lisa Ellis at the Borough advised the signs have not been created because the Borough is continuing to work on a new branding design.

PUBLIC COMMENT

None

The meeting was adjourned at 8:42 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

The Role of the Personnel Committee

The Personnel Committee is established by the President of the Board of Trustees, to operate as an advisor to the Director and a liaison to the Board. The Committee does not have any operational responsibility. The Director may, however, request the Committee to assist in an operational role on a case by case basis.

The Committee provides input and advice to the Director and provides support to the Board in its deliberations on Personnel matters subject to Board approval.

The Committee provides recommendations to the Board of Trustees in discharging its responsibilities in the following areas:

- **Personnel Manual**
- **Salary Scale**
- **Compensation Plan in Annual Budget and Financials**
- **Approval of New Hires**
- **Director Evaluation**

The Committee provides input and advice to the Director in the following areas:

- **Personnel Policies**
- **Compensation**
 - **Annual salary adjustments**
 - **Promotional increases**
 - **New hire salaries**
- **Employee Benefits**
- **Job Descriptions**
- **New hire interviews at senior level**
- **Annual Staff Performance Evaluation**
- **Staff Training and Development**
- **Director Evaluation and Development**
- **Employee discipline matters as may be required**
- **Involvement of Legal Counsel as may be required**

Personnel Committee Medium/Long Range Plan

- **Review job descriptions to be sure they are up to date and include current duties and qualifications, as requested by the Director**
- **Review salaries and rate ranges as compared to the marketplace so as to assure that we are paying competitively.**
- **Review optimum staffing relative to full time vs part time employees**
- **Identify staff training needs and implement as appropriate**
- **Review and revise employee evaluation form**
- **Prepare for impact of NJ minimum wage law**
- **Review and update Personnel Policies and Manual as needed**
- **Identify skills and interests of staff beyond current assignment**
- **Prepare for future retirement of key employee**