

**FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON
THURSDAY, September 12, 2019**

7:30 PM

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

Absent: Thomas Haralampoudis

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.

The minutes of the July 11, 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 August was presented since the Board did not meet during the month of August. Mr. Luber noted the final payment for the new phone system is listed.

Upon motion of Mayor Conley and seconded by Ms. Hansbury it was unanimously

"Resolved to approve the August Bill List in the amount of \$33,780.11"

Upon motion of Mayor Conley and seconded by Ms. Easton it was unanimously

"Resolved to approve the September Bill List in the amount of \$40,226.84"

Mr. Luber reviewed the Library financial reports through August 2019. Mr. Luber advised the check for the Technology and Utilities appropriation from the Borough was received in August and is reflected in the financial reports.

PRESIDENT'S REPORT

Mr. Binting reviewed the Library's 2018 audit report. The report includes Nisivoccia LLP's unqualified opinion on the Library's financial statements based on the regulatory basis of accounting. The audit is required by statute to be sent to the Borough.

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

“Resolved to accept the 2018 audit as presented”

Mr. Binting also reviewed the Library’s draft annual cover letter and Transmittal Report summarizing the financial results, which are distributed with the audit report to the Borough Council Members, Mayor, Administrator and Chief Financial Officer. The Board had no questions or comments on the draft letter or Transmittal Report. They will be signed and distributed after the meeting.

Mr. Binting highlighted the training opportunities offered by M.A.I.N. and distributed to the trustees in their Board packets. Mrs. Favreau briefly mentioned the upcoming Friendraising workshop which she and Ms. Hansbury will be attending. Anyone interested in registering for training should contact Mrs. Favreau.

Mrs. Favreau also mentioned the Board of M.A.I.N. decided to increase the annual assessments to members by 1.9211% over last year. M.A.I.N. is stretching its boundaries to increase partnerships to have greater purchasing power and ultimately reduce expenses to the consortium for costs such as databases.

DIRECTOR’S REPORT

Mrs. Favreau reviewed her monthly report.

Mention was made of:

- There was an unexplained drop in circulation during August; however, all is back to normal for September.
- Book Clubs have been added to the written report to provide a better picture of library activities and quite a number are run by the Circulation staff.
- Wednesday night movies will also be added to the report.
- Streaming chart was removed to avoid reporting streaming twice within the report; streaming is included in circulation figures.
- Looking at year to date circulation, total circulation has remained steady; however, the distribution of collection items reflects a steady increase in electronic circulation, relative to physical circulation.
- A change was made to the library’s new book releases permitting Madison residents the opportunity to check out new releases for the first month of circulation; thereafter, these books can be checked out to patrons of the consortium. M.A.I.N. allows for restriction of new materials for use by local residents for up to two months.
- Betsy Quinn is partnering aggressively with the schools; attending Back to School nights.

Mr. Binting complimented the Summer Reading lawn signs given to participants.

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

BUILDING & GROUNDS

Ms. Hansbury reported the Committee met to assess the exterior of the building and identified 19 areas of concern. These concerns are being sorted between short term and long term. The Committee will meet again in the coming weeks to finish sorting the items identified. Mr. Schessler recommended that a short term goal is the need to clean or replace the benches around the building. Discussion was held to place benches near the lower bridge to aid senior citizens waiting for bus transportation.

Ms. Hansbury added that the review of the draft Construction Bond regulations resulted in 4 comments from the Library to the State Librarian reflecting input from the Borough Administrator, Ray Codey and Borough Engineer Bob Vogel and Anthony Iovino the Library's architect.

PERSONNEL

Mr. Schessler reported the advertised full time Youth Services Librarian position has been filled. Dana Skwirut will join staff on September 23, 2019. Ms. Favreau provided the Board with a summary of Ms. Skwirut's background. Mr. Schessler also advised two student pages were hired to replace the high school student pages who graduated and moved to universities.

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

“Resolved to approve the hire of Dana Skwirut full time Youth Services Librarian effective September 23, 2019”

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

“Resolved to approve the hire of a Youth Services Student Page effective August 19, 2019 and a Circulation Services Student Page effective September 10, 2019.

TECHNOLOGY COMMITTEE

Mr. Luber presented to the Board the completed User Guide for the Digitized Eagle. The Guide will be available on-line.

Mr. Luber reviewed the Technology Report which sets out a multi-year plan for technology purchases along with the objectives of the plan. The plan projects the life cycles, costs and timing of replacement purchases for computer and other technology needs over the next seven years. Mr. Luber requested the Board approve an order for the remainder of the planned 2019 technology material which includes the replacement of 3 staff desktop computers and an additional laptop for Melanie. The computers scheduled to be replaced will be cycled to the patron areas of the library for public use.

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

“Resolved to approve the purchase of Technology Equipment as presented not to exceed \$6,000”

SCHOOLS AND TEENS

Nothing to report.

FMPL

Mrs. Favreau reported FMPL requested the library develop a five-year projection of projects requiring their assistance in funding.

Mr. Lubber reported the response to Fall Mini Courses was very popular.

MUF/MAIN

Mrs. Favreau reported MUF is working to schedule a meeting in November.

POLICY COMMITTEE

Nothing to report.

OLD BUSINESS

Nothing to report.

NEW BUSINESS

Nothing to report.

PUBLIC COMMENT

None

The meeting was adjourned at 8:37 PM.

Respectfully submitted,



Louise Easton
Secretary