

**MADISON PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
Thursday, October 12, 2017  
7:30 pm**

**AGENDA**

- Call to Order.....Thomas Binting
  
- Sunshine Statement.....Mary Beth Hansbury
  
- Approval of Minutes.....Thomas Binting  
September 14, 2017 Regular meeting
  
- Aaron Cohen Associates Report .....Alex Cohen
  
- Treasurer's Report.....Gary Ruckelshaus  
\*Approval of October bill list  
Monthly financial reports  
Other
  
- President's Report.....Thomas Binting  
2018 Budget update.  
Other
  
- Director's Report.....Lynn Favreau  
Monthly Report  
Access status report for back door.  
Increase in hours of employment for Part-time Custodian.  
Other
  
- Other Committee Reports:
  - Friends of the Library.....Lynn Favreau
  - Library Card Signup Month promotion – 09/01/17 through 09/30/17 – Final report
  - Bottle Hill Day – 10/07/17 – Final report.
  - Gala – 03/10/18 – Save the date.
  - Touch A Truck – 07/28/18 – Save the date.
  
- Building & Grounds Committee.....Bill VanRyzin  
Monthly Report  
Project status  
Picture Book Room – update.  
Roof (Helena Ruman Architects contract) – update.  
Architect's RFP.

Other

MUF/MAIN.....Lynn Favreau

Personnel Committee.....James Schessler

Approve hiring of Sandra Lascari as Part-time adult Page.

Approve hiring of Kyle Hollerith as Part-time student page.

Other

Schools and Teens Committee..... Lynn Favreau

Technology Committee.....David Luber

Technology Committee - Preliminary 2018 budget report

Old Business

New Business

Public Comment

Adjournment

**FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON**  
**THURSDAY, SEPTEMBER 14, 2017**  
**7:30 PM**

Present: Thomas Binting, President, Louise Easton, Mary Beth Hansbury,  
David Luber, Gary Ruckelshaus, James Schessler, William VanRyzin and  
Marilyn Favreau, Library Director  
Absent: Mayor Robert Conley

Mr. Binting called the meeting to order at 7:35 PM. Ms. Hansbury announced on October 11, 2016 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 2017 was posted and shall remain posted throughout the year on the official Library Bulletin Board. Notice was faxed also to the Madison Eagle, to the Daily Record, and hand-delivered to the Borough Administrator.

The minutes of the July 13, 2017 Regular Session were presented for consent - accepted as presented.

**TREASURER'S REPORT**

Mr. Ruckelshaus reviewed the library financial reports through September 2017.

The Finance Committee has met to prepare for the 2018 budget. The Committee does not anticipate many changes for next year. The Board should be able to review the final budget in December, which will be subject to the Borough's adoption of a final budget which includes the appropriation for the Library.

Upon the motion of Mr. Ruckelshaus and seconded by Mr. Luber, it was unanimously,

"Resolved to approve the September bill list in the amount of \$44,779.75."

"Resolved to approve the August bill lists in the amounts of \$43,448.43 and \$8,100.94."

**PRESIDENT'S REPORT**

Mr. Binting asked Mr. Luber, a Board representative to the Heritage History Committee, to provide an update on the project. He reported the Committee has provided the authors of the Heritage History Project with events and names of people to contact to set up interviews. The expectation is that this project will be completed in 2020.

Mr. Binting reviewed the 2016 audit report highlighting the Independent Auditors Report, the financial statements and auditor's comments on controls and the library's responses. There was a discussion of the report contents. The only significant change compared to prior years is in Footnote 2 about Public Pension Retirement Pension program which has been expanded due to Professional Standards requirements.

Mr. Binting lead a discussion of the Aaron Cohen's revised space plans. Comments will be provided to them for their presentation of a draft report which will be discussed in the October meeting.

Mr. Binting reviewed the impact of the proposed Library Construction Act which will be presented to the voters in November. It will provide a \$125 million bond issue to fund library construction activity on a 50/50 matching basis by the applicants. If the Act is passed, the State Library will be responsible for the rules governing the grant application and process for grants thereunder.

A meeting was held with Borough Administrator, Chief Financial Officer and Engineer to discuss the impact of grant applications with respect to the long range capital items for the Library building including new roof, asbestos remediation in the Adult and Children wings which will include the restoration of ceiling and lighting, and changes in the Library facilities. A discussion with TTI, the Library's consultant for asbestos remediation, was held regarding obtaining a preliminary plan for remediation and potential costs which will be the basis for an RFP. A significant aspect of the long range plan will be planning for the design and layout of the interior space in the Library. Planning is underway to prepare on RFP for architects/engineers to bid on the planning portion which will incorporate thoughts from the Cohen plan.

The Borough and Library are planning to have completed plans in place for all the work such that they will be in place to submit to the state with the grant application.

## **DIRECTOR'S REPORT**

Mrs. Favreau reported on circulation statistics for July and August. The Library had an excellent summer with the Children's summer reading program. A basic trend being noticed is that circulation of physical items is slowly declining while circulation of electronic counterparts is increasing, keeping circulation statistics steady.

The requirement for current staff background checks is complete and they are underway with a plan that all staff will be reviewed on a revolving 3 year basis.

The Library has been invited to participate in the first mental health day at the YMCA which will be held September 15.

Library staff worked at the pool and the Farmer's market this summer to promote th Library services.

NJLA has sent out a notification informing trustees, employees, directors, borough personnel, council members and politicians that they can only inform people about the Library Construction Bond Act however, they cannot promote it or take a position on it. The only group that can promote it are the Friends of the Madison Library.

## **BUILDING & GROUNDS**

Mr. VanRyzin reviewed the monthly Building and Grounds report which contained general maintenance items.

## **PERSONNEL**

Mr. Schessler reported that the Personnel Committee met to review staffing and compensation for the purpose of working on the impact on the 2018 budget.

## **FMPL**

Mrs. Favreau reported Library Card month promotion is being sponsored by the Friends. Bottle Hill Day is October 7, March 10, 2018 is the annual Gala and Touch a Truck will be held on July 28, 2017.

## **MUF**

No report

## **TECHNOLOGY COMMITTEE**

Mr. Luber reported a meeting was held to make some policy changes. The Library will be moving full time professional staff from desk top to lap top computers and use the existing computers after reimaging to the adult section. A VPN will be set up so professionals and staff members can have remote access to their files on the server.

## **SCHOOLS AND TEENS**

No report

## **LONG RANGE PLANNING/DEVELOPMENT COMMITTEE**

No report

## **OLD BUSINESS**

No report

**NEW BUSINESS**

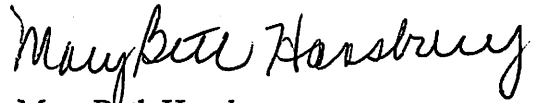
No report

**PUBLIC COMMENT**

None

The meeting was adjourned at 9:01 PM.

Respectfully submitted,

A handwritten signature in cursive script that reads "Mary Beth Hansbury".

Mary Beth Hansbury  
Secretary