

**FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON  
THURSDAY, April 9, 2020**

**5:30 PM**

Present: Thomas Binting, President, James Schessler, David Luber, Louise Easton, Mayor Robert Conley, Rachel K. Barry, Thomas Haralampoudis, Kate Bartley, Karen Bessin, School Representative, Marilyn Favreau, Library Director, and Mary Fevola, Finance and Administration Manager

Guests: Marjorie Ticknor, Adult Services Librarian

Mr. Binting called the meeting to order at 5:33 PM. Ms. Easton announced that on November 14, 2019 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 2020 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 March 12, 2020 Regular Meeting of the Board were presented for consent; the minutes were accepted as distributed.

**TREASURER'S REPORT**

Mr. Luber presented the Treasurer's Report.

The April 2020 Bill List was reviewed. Discussion was held.

Upon motion of Mr. Schessler and seconded by Mr. Haralampoudis, the Board unanimously

**"Resolved to approve the April Bill List in the amount of \$23,998.18"**

The Library's financial reports for the period ended March 31, 2020 were reviewed.

Commencing with the government mandated COVID 19 closure of the library, the Executive Committee of the Board agreed to continue paying full time and part time staff, many of whom are working from home. In response to a question by Mr. Haralampoudis about keeping staff on the payroll vs. eventual layoffs, discussion was held. Mrs. Favreau pointed out that staff members are working remotely to maintain library services. It was agreed that the Executive Committee would continue to monitor the situation.

## **PRESIDENT'S REPORT**

Nothing to report.

## **DIRECTOR'S REPORT**

Mrs. Favreau reviewed her monthly report. March statistics are reflective of the current COVID 19 pandemic and mid-month closure of the library. The library closed to the public as of March 15<sup>th</sup> and then entirely as of March 18<sup>th</sup> following Governor Murphy's Executive Order. The increase in electronic downloads is noticeable, with the obvious decrease in physical circulation. As patron familiarity with electronic offerings increased, the last 10 days saw explosive growth in electronic circulation. The library initially provided book bags for pre-ordered material with pick up in the Chase Room but that stopped with full library closure. Patron feedback was positive, so this service is being considered as a permanent addition when the library reopens.

The last 3-4 weeks have been spent taking safety precautions, reacting to, and planning for the daily changes before and after closing resulting from the pandemic and health advisories. Staff working from home have electronically continued contact with patrons by promoting electronic services, zoom book clubs, streaming of story time, and coming soon, 3 videos to be created by Ms. Carol for children to access from the library's website. The library was well positioned for remote working and to build remote programming as ongoing discussions have been in process for some time for the eventual Construction Bond closure. Plans are currently being developed in anticipation of patron apprehension to enter the library and continued requirements for social distancing when the library reopens.

MAIN has been very responsive and active during this health crisis. Numerous meetings are being held to establish new avenues to support libraries and patrons. The elimination of book holds, suspension of fines on overdue items and the removal of due dates have all been instituted. MAIN is also working on an alternative to Zoom meetings. The platform is in beta testing this week and next. If successful, staff, Board Committees and Board meetings will be able to utilize the platform.

The library has posted a request to stop returning materials and material that has been returned is now quarantined. Mail continues to arrive. Outsourced cleaning which began mid-February has been shifted to a deep clean of the library including the carpets if time permits. Before we reopen the library will be sprayed with disinfectant by the cleaning service. Certification will be issued to evidence cleaning and disinfecting of the main building and Chase Auditorium.

Mr. Schessler highlighted the Director's Report comment that the advance preparations for eventual construction were tested as a result of the imposed closure. Strengths and weakness in the library's remote capabilities have surfaced and proved helpful in identifying needed improvements. Technology connections to permit offsite access to Finance records was identified.

Ms. Barry complimented the library's electronic, social and programming presence, noting that electronic communication with patrons is exemplary.

As requested by the Borough, COVID 19 expenses are being tracked should FEMA reimbursement be available.

The Construction Bond Report was briefly reviewed. The State Librarian's submission of grants to the state legislature will be delayed to 2021 due to COVID 19 and the resulting aftermath of economic recovery. A new timeline for the Construction Bond is forthcoming; the due date for the grant application is now June 5th.

Borough Administration continues to be actively involved in the review of the library's grant application and has provided very helpful comments particularly regarding the Community Report. Discussion was held.

## **BUILDING & GROUNDS**

The distributed Buildings and Grounds report was reviewed.

Mr. Schessler recommended the external 19-point checklist developed by the Committee be revisited and placed on the next Committee agenda.

## **PERSONNEL**

Although the job description for the Senior Library Assistant has been created, current events have slowed the process. Following procedure, the job will be posted in house prior to posting on Library Link NJ and the New Jersey Library Association websites. May 1<sup>st</sup>, 2020 will be the application deadline. Interviews may be conducted telephonically and/or electronically and will be determined and scheduled based on when the library opens.

## **TECHNOLOGY COMMITTEE**

Mr. Luber advised gaining remote access to electronic files for the Finance Manager was accomplished today.

## **SCHOOLS AND TEENS**

Mrs. Bessin emphasized the invaluable partnership the schools have developed with library and conveyed teachers' gratitude from all Madison public schools for access to electronic material available through the library.

Mrs. Quinn, Youth Services Librarian and Ms. Bessin have been brainstorming remote programming ideas to bring the library to students without duplicating school-based programs. Specific library electronic resources that are available to students have been

widely shared and are relied on by teachers to find topics for students to read, listen to and watch during this unusual time. These resources are lifesaving when all books are locked in the schools.

Mrs. Favreau mentioned a tremendous number of vendors are providing free access to their full holdings and databases. Both the Youth Services and Adult Services Departments have been sharing those offerings with the public.

#### **FMPL**

Friends of the Madison Public Library are discussing the possibility of offering Minicourses electronically. Finding platform presenters and attendees who will be comfortable with this arrangement is under investigation.

#### **MUF/MAIN**

The Spring MUF dinner meeting has been postponed to the Fall Dinner Meeting.

#### **POLICY COMMITTEE**

Nothing to report.

#### **OLD BUSINESS**

Nothing to report.

#### **NEW BUSINESS**

Nothing to report.

#### **PUBLIC COMMENT**

Mrs. Ticknor was in attendance and thanked the Board for continuing to allow part time workers the opportunity to work. Library journal, Kirkus and Book List have all made their reviews available online which permits her to do her job remotely and place purchase orders.

The meeting was adjourned at 6:22 PM.

Respectfully submitted,



Louise Easton  
Secretary