

**FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON
THURSDAY, December 10, 2020**

7:00 PM

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

Guests: Pam Hogan, Chair, Friends of the Madison Public Library (“FMPL”)

Mr. Binting called the meeting to order at 7:01 PM. Ms. Easton announced that in accordance with the Open Public Meetings Act, NJSA Title 10 Chapter 4 sections 6-10, and in consideration of Executive Order No. 103, issued by Governor Murphy on March 9, 2020, declaring a State of Emergency and a Public Health Emergency in the State of New Jersey, and Executive Order 104, ordering all public libraries to close, and Senate Bill 2294, adopted into law which allows public bodies to conduct meetings and provide notice by electronic means during periods of such emergency, the Madison Public Library notified the public that the meeting of the Library Board of Trustees scheduled for December 10, 2020 in the library’s Chase Auditorium will be held electronically only and will begin at 7:00 pm.

The minutes of the November 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 Bill List for December was reviewed including the payment of the 2021 MAIN Assessment. Discussion was held regarding bills to be paid by year-end in addition to the estimates on the December Bill list.

Upon motion of Mayor Conley and seconded by Ms. Easton, the Board unanimously

“Resolved to approve the December Bill List in the amount of \$103,012.16”

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

“Resolved to approve the payment of any additional December bills, the total not to exceed \$5,000 without specific authorization of the Board.”

The final December Bill List will be presented to the Board at the January 10, 2021 Meeting.

Mr. Luber reviewed the preliminary 2021 Budget noting finalized salary figures are reflected and will be addressed later in the meeting by Mr. Schessler. Madison Appropriation, which is the 1/3 of a mil collected from taxes, was reduced by \$36,483. Although the Borough will

continue to provide \$100,000 in Utility Appropriation, due to budgetary constraints, the Technology Appropriation was reduced to \$70,000 from \$110,000 for 2021. To assist in mitigating decreases in income, the Endowment will increase its contribution to the library by \$20,000 and the library prepaid the 2021 MAIN assessment as noted on the December Bill List. The library will provisionally operate on the 2021 budget; final approval is dependent on the Borough's budget approval by the State of New Jersey, expected in March/April 2021. State law permits the library to operate at a percentage of last year's audited expenses until the Borough receives state approval of its budget.

Upon motion of Ms. Easton and seconded by Ms. Bartley, the Board unanimously

“Resolved to approve the preliminary 2021 Budget on an interim basis”

Mr. Luber reviewed the library's financial reports for the period ended November 30, 2020.

Mayor Conley exited the meeting.

Mr. Schessler advised the Personnel Committee approved the 2021 payroll expense reflected in the budget. Increases are at the Borough standard non-union rate of 2% with incremental adjustments and rate range changes to four positions. Two full time support staff positions were not replaced. Part time staff budget hours were increased should additional support become necessary.

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

“Resolved to approve the overall salary expense as reflected in the 2021 Budget”

PRESIDENT'S REPORT

Mr. Binting requested approval of the 2021 Board of Trustees Meeting Schedule, which will be advertised in the Daily Record and Madison Eagle as required by law.

Upon motion of Mr. Luber and seconded by Ms. Barry, the Board unanimously

“Resolved to approve the 2021 Board Meeting Schedule”

Mr. Binting recommended a transfer of \$175,000 from Operating Surplus to Capital Reserves to increase the capital improvements fund. The current \$500,000 set aside for capital improvements will total \$675,000 after the transfer.

Upon motion of Mr. Luber and seconded by Ms. Bartley, the Board unanimously

“Resolved to restrict \$175,000 from Operating Surplus to Capital Reserves for capital improvements”

Mr. Binting acknowledged and thanked FMPL for their gift of \$100,000 toward library

capital improvements. FMPL presented the funds to the Madison Public Library, Inc. since the endowment organization may choose from a broader selection of investment alternatives than the library.

DIRECTOR'S REPORT

Mrs. Favreau reviewed her monthly report. As mentioned in previous meetings, physical circulation is down from last year because of COVID 19. Courtyard pickup, interlibrary loan (ILL) and pop up browsing is driving the physical circulation statistics. Digital circulation growth is anticipated to continue. Indoor usage was restricted on Dec 1 following the Borough's closure of Hartley Dodge due to the growing number of COVID cases in Madison. As a result, in-person browsing and computer use was suspended. Many other libraries are scaling back to courtyard/curbside pickup as. Outdoor pop up browsing expanded to 7 days a week to compensate for the closure of in-door browsing.

Exclusion of staff numbers from capacity calculations for in person appointment calculations did not substantially change reporting results. Usage continues to indicate higher availability than booked appointments. Adult grab and go craft kits started in November were a success and will continue in December. A former student page volunteered to decorate the courtyard for the holidays.

Discussion was held regarding use of social media, newsletters, emails and the library's website to promote virtual programs, digital services and grab and go kits. Ms. Barry and Mr. Lubber complimented the electronic material they have received promoting library services.

The State Library was contacted for details regarding the library's scorecard on the construction bond application under the Open Public Records Act. Addressing any concerns from the first application submission is essential for reapplication in the second round of grants expected in early 2021. The application will likely concentrate on the needed asbestos remediation and associated ceiling and lighting.

MAIN introduced a free app with self-checkout capability, some MAIN libraries are beta testing.

Mr. Bintinger complimented the Library Goals Summary distributed with the agenda material. Mrs. Favreau mentioned most 2019 goals were accomplished while 2020 goals were reorganized due to the pandemic. The positives of the COVID 19 closure are the learning experience, preparation for the eventual construction closure and the automation of some processes.

BUILDING & GROUNDS COMMITTEE

Mr. Bintinger reviewed the Buildings and Grounds Report.

PERSONNEL COMMITTEE

Mr. Schessler's report was presented during the review of the 2020 budget.

TECHNOLOGY COMMITTEE

Mr. Luber presented the Technology Report.

SCHOOLS AND TEENS

Ms. Bessin reported no changes from last month. A 47% reduction in school library services staff translates to a busy schedule.

FMPL

Ms. Hogan reported receipt of \$18,000 in donations for the \$40,000 Challenge Fundraiser. The appeal continues through 2021 and Ms. Hogan is optimistic the goal will be met.

Registration for the 2021 Minicourses reported at last month's meeting can be found on the FMPL website. Ms. Hogan invited all to the January 11, 2021 FMPL Annual Meeting to be held via Zoom.

MUF/MAIN

MUF – New Providence and Summit libraries will be closing to the public.

MAIN – As reported at previous meetings, the admission of libraries from outside the county will change the complexion of MAIN, including the name.

OLD BUSINESS

Nothing to report.

NEW BUSINESS

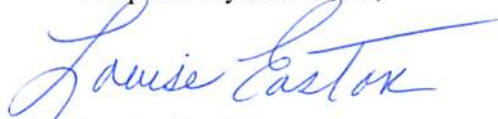
Nothing to report.

PUBLIC COMMENT

Nothing to report.

The meeting adjourned at 8:17 PM.

Respectfully submitted,



Louise Easton
Secretary