

**FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON
THURSDAY, January 14, 2021**

7:00 PM

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

Absent: Louise Easton

Guests: Pam Hogan, Chair of the Friends of the Madison Public Library (FMPL) and Corinne Bowen, Library Assistant, Circulation

Mr. Binting called the meeting to order at 7:05 PM. Mrs. Favreau 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 January 14, 2021 in the library's Chase Auditorium will be held electronically only and will begin at 7:00 pm.

Mayor Robert Conley administered the Oath of Office to continuing Board members Thomas Binting and Thomas Haralampoudis who each had a Bible. Mayor Conley thanked them for renewing their terms. Signed Oaths will be delivered to the Borough Clerk.

The minutes of the December 10, 2020 Regular Meeting of the Board were presented for consent and accepted as distributed.

Mr. Binting announced this is the Annual Reorganization Meeting of the Board and certain administration matters are required. Mr. Binting proposed the slate of candidates for Officers for 2021. Hearing no objections, Mr. Binting closed the nominations.

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

"Resolved to elect the following Officers"

**President – Thomas Binting
Vice-President – James Schessler
Treasurer – David Luber
Secretary – Louise Easton**

Mr. Binting reviewed the proposed list of working Committee appointments as stated on the previously distributed list, copy to be attached to these minutes.

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

“Resolved to accept the working Committee appointments listed on the attached Board of Trustee Committee Appointments 2020.

Mr. Binting reviewed each of the following Annual Resolutions listed on the Board agenda and below, copies to be attached to the minutes.

#21-1 Designation of the Madison Eagle and the Daily Record as the official newspapers of the library. Motion made by Ms. Barry and seconded by Mr. Haralampoudis.

#21-2 Copying Fees to follow Borough Ordinances 36-2010 and 30-2011. Motion made by Ms. Bartley and seconded by Mayor Conley.

#21-3 Public Participation at meetings. Motion made by Mr. Schessler and seconded by Ms. Bartley.

#21-4 Purchasing to Award Midwest Tape for 2021. Motion made by Mr. Schessler and seconded by Mayor Conley

#21-5 Purchasing Award to Baker & Taylor for 2021. Motion made by Mr. Haralampoudis and seconded by Ms. Bessin.

#21-6 Designation of Provident Bank and signatories. Motion made by Mr. Haralampoudis and seconded by Ms. Barry.

#21-7 Officers Authorized to Transfer Securities. Motion made by Ms. Barry and seconded by Mayor Conley.

#21-8 Resolution for Professional Services from Wiley Malehorn Sirota & Raynes for legal services. Motion made by Mr. Schessler and seconded by Ms. Bessin.

#21-9 Resolution of Temporary Budget to operate for the first 90 days of the year at a rate of 26.25%, set by law, of 2020’s annual operating expenses excluding capital expenditures. Motion made by Mr. Binting and seconded by Ms. Barry.

#21-10 Resolution to appoint Nisivoccia LLP as Auditor. Motion made by Mr. Binting and seconded by Mr. Schessler.

Upon Trustee motions and seconds noted above, the Board unanimously

“Resolved to approve the attached Annual Resolutions forming a part of these minutes.”

PRESIDENT’S REPORT

Mr. Binting read his Annual Report, attached, summarizing the accomplishments and events of 2020 and comments for 2021. The challenges presented by and the creativity of staff to serve the public during COVID pandemic, the Construction Bond application, virtual programming, changes in Personnel and the financial results of 2020 were mentioned. The health crisis will continue to impact the library’s services and a second Construction Bond application will be prepared in 2021.

Mr. Luber joined the meeting.

TREASURER'S REPORT

Mr. Luber presented the Treasurer's Report.

The final Bill List for December was reviewed. The additional bills paid were within the estimates provided and approved at the December 2020 meeting.

Mr. Luber also reviewed the January 2021 Bill List.

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

“Resolved to approve the final December Bill List and to approve the January Bill List in the amount of \$33,348.51”

Mr. Luber reviewed the Library's financial reports for the year ended December 31, 2020 reporting net income of \$224,450.35 from operating and variable sources.

Mr. Luber requested a motion for a transfer of 2020 budget funds to cover the increase expenses in 0200 Services resulting from the payment of the 2021 MAIN assessment in 2020.

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

“Resolved to approve the transfer in the 2020 Library Budget of \$10,000 from Account 0100 Salaries to 0200 Services.”

DIRECTOR'S REPORT

Mrs. Favreau reviewed her monthly report, commenting on the revised format. The library is functioning with courtyard only services since December 1st due to rise in local COVID cases. Courtyard pick up of holds, pop up browsing, craft kits and grab & go kits are popular services being offered. Youth Services is offering a STEM program called DaVinci's Workshop. The Outdoor programming area will be completed as the weather improves and hopefully will allow for outdoor programming in the coming months.

An OPRA request to receive the library's scorecard under the Construction Bond was requested. The information received appears to be incomplete and we continue to try to identify areas where the application can be improved prior to the library's second submission. As of now a timeline does not exist on the State Library website for applications.

Circulation in 2020 compared to 2019 physical circulation is down by about 40% but digital circulation up over 90% which is not surprising due to the pandemic. A portion of

the year over year circulation decline is due to the lack of ILL during 2020. The Adult Services is busy booking virtual programs, registration and preparing adult craft kits which have been very successful. RB Digital was purchased by Overdrive and MAIN does not have a relationship with Overdrive so magazine subscriptions are replaced by Press Reader. RB Digital will continue for streaming. Youth Services is very busy filling pick lists and is successfully programming with staff and outside presenters. Some programming is presented as series.

Mayor Conley exited the meeting 7:57 pm

Testimonials from patrons were included in the packet.

Mr. Binting requested approval of the MAIN agreement.

Upon motion made by Mr. Binting and seconded by Mr. Luber, the Board unanimously

“Resolved to approve the library’s 2021 M.A.I.N. Agreement”

BUILDING & GROUNDS COMMITTEE

The Buildings and Grounds report was distributed with the Board packet. Discussion was held.

PERSONNEL COMMITTEE

Mr. Schessler reported salary increase letters were distributed to employees based on the budget approved at the last Board Meeting.

Mr. Schessler requested Board approval to advertise for Supervisor of Circulation and ILL resulting from Ralph Graham’s scheduled retirement in April. As required the posting will be advertised in house first then externally. Should the position be filled by a successful internal candidate, a resolution to advertise for part-time Library Assistant positions was proposed.

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

“Resolved to approve advertising and filling the open full-position for Supervisor of Circulation and ILL”

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

“Resolved to approve advertising and filling part-time Library Assistant positions for the Circulation Department, as needed.”

TECHNOLOGY COMMITTEE

Mr. Luber reviewed the Technology Report. The wireless controller was replaced on 12/30/20 by Computer Sharp. The firmware software was also updated for the controller; however, the wireless access points will be updated at a later time.

Douglas Hooper began the library's website maintenance in 2020. Discussion was held regarding updating the website. Patron comments on usage may be solicited.

Mr. Luber updated the Board regarding accepting credit cards and thanked Corinne Bowen for getting Square up and running.

SCHOOLS AND TEENS

Ms. Bessin reported students miss going into the school libraries for circulation. Ms. Bessin takes a cart around twice a month and students come into the hallway to take out books and have contact with about 2/3rds of the classes being reached. In person browsing will begin in the Junior School; Ms. Bessin was in contact with Youth Services to apply the public libraries' safety guidelines to the school libraries. The catalog will be promoted to encourage directed use of the library material and reduce touching material. Online book reservations and request recommendations are also be utilized. The 2 school librarians are trying to continue student momentum for reading and connect with students. Mrs. Favreau mentioned courtyard browsing can be used for students after school and on weekends. If there is a project or theme coming up, staff can put together courtyard carts for student browsing.

FMPL

Pam Hogan presented the 2020 FMPL Annual Report, copy attached to the minutes. Of note, although the Annual Gala had to be cancelled due to COVID, virtually all Gala attendees donated their ticket funds to FMPL. The \$40,000 fundraiser appeal goal has been exceeded. Virtual Minicourses are extremely successful, maximum registration is quickly being approached.

The Board thanked FMPL for the \$100,000 donation toward the construction plan and all the hard work and dedication of the FMPL volunteers.

MUF/MAIN

Nothing to report on MUF except Bernardsville, a MUF member, has now joined MAIN.

Polaris is back up and running after being off line over the weekend to add Bernardsville and Hunterdon County libraries to the MAIN consortium, along with an increase of 400,000 in collection material. Renaming MAIN continues to be under discussion.

POLICY COMMITTEE

Nothing to report.

OLD BUSINESS

Nothing to report.

NEW BUSINESS

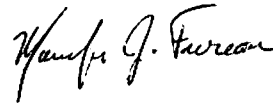
Nothing to report.

PUBLIC COMMENT

None

The meeting was adjourned 8:25 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Marilyn J. Favreau". The signature is written in a cursive style with a large initial 'M'.

**Marilyn Favreau
Pro Tem Secretary**

**Madison Public Library
Board of Trustees Committee Appointments 2021**

Building & Grounds Committee

Thomas Binting, Chair
James Schessler
David Luber
Thomas Haralampoudis

Finance Committee

David Luber, Chair
James Schessler
Thomas Binting

Long Range Planning Committee – Strategic Planning

Thomas Binting, Chair
James Schessler
David Luber
Louise Easton

Personnel Committee

James Schessler, Chair
Louise Easton
Kate Bartley

Technology Committee

David Luber, Chair
Rachel Barry
Sue Carter, Public Member
Jim Malcolm, Public Member

Schools Liaison

Karen Bessin

MUF Liaison

Louise Easton
Lynn Favreau

Ad Hoc Madison Heritage Trail

Louise Easton
David Luber

MADISON PUBLIC LIBRARY ANNUAL RESOLUTIONS - 2021

21-1 DESIGNATION OF OFFICIAL NEWSPAPER (see attached)

21-2 COPYING FEES

"Resolved to abide by the provisions of Borough Ordinance 36-2010 and 30-2011 regarding fees for copies of particular records and documents."

21-3 PUBLIC PARTICIPATION AT MEETINGS

"Resolved to permit the presiding officer at any meeting of the Board at his discretion to recognize members of the public in attendance who wish to speak to an issue prior to the taking of a vote on that issue."

21-4 PURCHASING – Midwest Tape, LLC (see attached)

21-5 PURCHASING – Baker & Taylor, Inc. (see attached)

21-6 RESOLUTION REGARDING BANK ACCOUNTS AND SIGNATORIES

"Resolved to establish that Provident Bank be established as Library Depository and that checks drawn on and withdrawals made from library accounts shall be signed by the Library Director (Lynn Favreau) and counter-signed by the Treasurer. In the absence of the Treasurer, and/or the Director, the President, Vice-President, Secretary, or designated Trustee/s shall be authorized to sign checks and authorize withdrawals."

"Resolved to maintain the second bank account at Provident Bank for the deposit of credit card payments. Any two individuals holding the following titles are authorized to transfer funds and make withdrawals from the account: Library Director, Treasurer, President, Vice-President, Secretary or designated Trustee."

21-7 RESOLUTION REGARDING TRANSFER OF SECURITIES (see attached)

21-8 RESOLUTION FOR PROFESSIONAL SERVICES (see attached)

21-9 RESOLUTION TO ADOPT TEMPORARY 2021 BUDGET (see attached)

21-10 RESOLUTION TO APPOINT 2021 AUDITOR

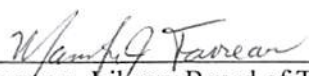
"Resolved to appoint the firm Nisivoccia LLP auditors for 2021 subject to the Finance Committee meeting and acceptance of their fee schedule for the 2020 audit and resolution of outstanding matters."

ADOPTED AND APPROVED

January 14, 2021


President, Library Board of Trustees

ATTEST:


Secretary, Library Board of Trustees
PRO TEM

**Madison Public Library
Resolution #21-1**

**RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS OF THE MADISON
PUBLIC LIBRARY FOR PUBLICATION OF LEGAL NOTICES**

WHEREAS, the Open Public Meetings Act, N.J.S.A. 10:4-6 et. seq. requires that notification be given of meetings of public bodies as therein defined and in the manner therein set forth.

WHEREAS, the Board of Trustees of the Madison Public Library wishes to designate THE MADISON EAGLE and/or THE DAILY RECORD as its official newspapers for the publication of legal notices for the year 2021;

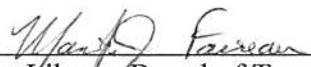
NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Borough of Madison in the County of Morris and State of New Jersey, that, THE MADISON EAGLE, PO Box 687 Bernardsville, NJ 07924, and/or THE DAILY RECORD, 6 Century Drive, Parsippany, New Jersey 07054, are hereby designated as official newspapers of the Madison Public Library for the year 2021 for the purpose of publishing legal notices of the municipality.

ADOPTED AND APPROVED
January 14, 2021



President, Library Board of Trustees

ATTEST:



PRO TEM Secretary, Library Board of Trustees

**Madison Public Library
Resolution #21-4**

**RESOLUTION OF THE MADISON PUBLIC LIBRARY AUTHORIZING THE AWARD
OF NON-FAIR AND OPEN CONTRACTS FOR 2021**

WHEREAS, the Madison Public Library has a need to acquire library materials to be provided as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44a-20.4 OR 20.5 as appropriate; and,

WHEREAS, the Library Director has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

WHEREAS, the anticipated term of this contract is one year and may be extended annually as approved by this governing body; and

WHEREAS, has submitted a proposal in January 2021 indicating they will provide the library materials; and

WHEREAS, Midwest Tape, LLC has completed and submitted a Business Entity Disclosure Certification which certifies that Midwest Tape, LLC has not made any reportable contributions to a political or candidate committee in the Borough of Madison, County of Morris, State of New Jersey, elected in the previous one year, and that the contract will prohibit Midwest Tape, LLC from making any reportable contributions through the term of the contract; and

WHEREAS, in accordance with N.J.A.C. 5:30-5.4 the Library Director has certified as to the availability of funds for this contract.

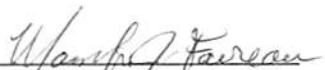
NOW THEREFORE BE IT RESOLVED that the Board of Trustees of the Madison Public Library in the County of Morris and State of New Jersey authorizes the Library Director to enter into a contract with Midwest Tape, LLC as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

ADOPTED AND APPROVED
January 14, 2021


Thomas Binting, President

ATTEST:


Secretary, Library Board of Trustees

PRO TEM

**Madison Public Library
Resolution #21-5**

**RESOLUTION OF THE MADISON PUBLIC LIBRARY AUTHORIZING THE AWARD
OF NON-FAIR AND OPEN CONTRACTS FOR 2021**

WHEREAS, the Madison Public Library has a need to acquire library materials to be provided as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44a-20.4 OR 20.5 as appropriate; and,

WHEREAS, the Library Director has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

WHEREAS, the anticipated term of this contract is one year and may be extended annually as approved by this governing body; and

WHEREAS, has submitted a proposal in January 2021 indicating they will provide the library materials; and

WHEREAS, Baker & Taylor, LLC has completed and submitted a Business Entity Disclosure Certification which certifies that Baker & Taylor, LLC has not made any reportable contributions to a political or candidate committee in the Borough of Madison, County of Morris, State of New Jersey, elected in the previous one year, and that the contract will prohibit Baker & Taylor, LLC from making any reportable contributions through the term of the contract; and

WHEREAS, in accordance with N.J.A.C. 5:30-5.4 the Library Director has certified as to the availability of funds for this contract.

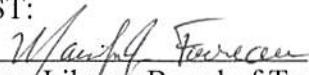
NOW THEREFORE BE IT RESOLVED that the Board of Trustees of the Madison Public Library in the County of Morris and State of New Jersey authorizes the Library Director to enter into a contract with Baker & Taylor, LLC as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

ADOPTED AND APPROVED
January 14, 2021


Thomas Binting, President

ATTEST:


Secretary, Library Board of Trustees

PRO TEM

**Madison Public Library
Resolution #21 – 7**

RESOLUTION (ASSOCIATION OR OTHER NON-CORPORATE ORGANIZATION)

BE IT RESOLVED THAT EACH OF

Thomas Bintinger, James Schessler and David Luber

is hereby authorized to sell, assign and endorse for transfer, certificates representing stock, bonds, or other securities now registered or hereafter registered in the name of the

Free Public Library of the Borough of Madison

(Type of Organization e.g. Foundation, Church, Alumni Fund, Fraternal Organizations, etc.)

And any one may act on behalf of the Library for such purpose provided that the proceeds of any such sale, assignment or endorsement for transfer are made out to the Free Public Library of the Borough of Madison and/or deposited directly into an account for its benefit.

Louise Easton, Secretary

(Name and Title of Officer who is signing this Resolution)

Free Public Library of the Borough of Madison

(Name of Organization as it appears on the face of the certificate)

hereby certifies that the foregoing is a true copy of a resolution duly adopted by the

Board of Trustees

(Name of Governing Body of the Organization e.g. Trustees, Board of Directors, etc.)

Of said Public Library at a meeting duly held on the 14th day of January 2021 at which a quorum was present and voting and that the same has not been repealed or amended and remains in full force and effect and does not conflict with the

Library Laws of the State of New Jersey and local articles and by-laws

(Name of document under which the Organization is operating e.g. Charter, By-laws, etc.)

Of said Free Public Library of the Borough of Madison

(Name of Organization as appears on face of certificate)

SEAL

DATE

Richard Berry

1-21-21

If no seal, certify there is no seal

Wanda J. Furdan SECRETARY PROTEM
Signature and Title of Officer signing
Resolution

IMPORTANT: The officer endorsing the certificates and the Officer signing this resolution must be two different people.

**Madison Public Library
Resolution #21-8**

**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN
CONTRACT FOR PROFESSIONAL SERVICE CONTRACTS FOR THE
COMPANIES/INDIVIDUALS LISTED BELOW FOR THE YEAR 2021**

WHEREAS, the Madison Public Library has a need to acquire Professional Service Contracts for the year 2021 as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Library Director has determined that the value of certain Professional Services listed herein may exceed \$17,500; and

WHEREAS, the anticipated term of said contracts is one year and may be extended as approved by this governing body; and


WHEREAS, each Professional Services provider has submitted a proposal indicating each will provide the services for the fee as described herein; and

WHEREAS, each Professional Services provider has completed and submitted a Business Entity Disclosure Certification where required by N.J.S.A. 19:44A-1, et. Seq. which certifies that said provider has not made any reportable contributions to a political or candidate committee in the Borough of Madison, County of Morris, State of New Jersey in the previous one year, and that the contract will prohibit said Professional Services provider from making any reportable contributions through the term of the contract, and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Madison Public Library authorizes the Board President to enter into a contract with the following Professional Service contractors as described herein; provided that the Business Disclosure Certification and the Determination of Value be placed on file by the business entity with this resolution.

Awarded To	Professional Service	Cost
Wiley Malehorn Sirota & Raynes	Library Legal Services	\$205 per hour

ADOPTED AND APPROVED
January 14, 2021


Thomas Bintinger, President

ATTEST:

Secretary

PRO TEM

**Madison Public Library
Resolution #21-9**

RESOLUTION TO ADOPT TEMPORARY 2021 BUDGET APPROPRIATIONS

WHEREAS, N.J.S.A. 40A:4-19 Local Budget Act provides that (where any contracts, commitments or payments are to be made prior to the final adoption of the 2021 Budget) temporary appropriations be made for the purposes and amounts required in the manner and time therein provided:

WHEREAS, the date of this resolution is within the first thirty days of 2021; and

WHEREAS, the total appropriation in the 2020 expenditures, less capital improvements is as follows:

390 & 391	1,708,077
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WHEREAS, 26.25% of the total expenditures in the 2020 Budget less re-appropriated funds in the said 2020 Budget is as follows:

390 & 391	448,370
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NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Madison Public Library that the following temporary appropriations be made:

390 & 391	\$448,370
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