

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

5:00 PM

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

Absent: Louise Easton and Mayor Robert Conley

Guests: Pam Hogan, Chair, Friends of the Madison Public Library ("FMPL"), Corinne Bowen, Library Assistant, Circulation and Melanie Edwards, Librarian, Technical Services Supervisor

Mr. Binting called the meeting to order at 5:11 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 July 9, 2020 in the library's Chase Auditorium will be held electronically only and will begin at 5:00pm.

The minutes of the June 11, 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 July 2020 Bill List was reviewed.

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

"Resolved to approve the June Bill List in the amount of \$35,703.24"

Since the Board does not meet in August a resolution to permit the payment of invoices for the month is necessary. Details of the August bills will be presented at the September Board meeting.

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

"Resolved to approve a resolution to authorize the payment of the August bills not to exceed \$50,000.00"

The Library's financial reports for the period ended June 30, 2020 were reviewed.

Discussion was held regarding COVID – 19 expenses against budget.

PRESIDENT'S REPORT

Nothing to report.

DIRECTOR'S REPORT

Mrs. Favreau reviewed her monthly report. Circulation statistics are being divided up differently and are reported to distinguish between digital and non-digital circulation. Electronic circulation continues to be strong, as expected and we anticipate this trend continuing. Creative Bug, which was acquired earlier in the year to replace in person programming, is gaining momentum. The number of Hoopla PPU uses will be increased from 3 to 4 uses per patron. Staff continues to examine current material demands against the budget areas to redirect funds from physical to electronic material. Necessary personal protective equipment (PPE) for reopening has been acquired increasing safety supply and building expenses.

Ms. Bowen advised there is a definite demand for curbside or contactless delivery of printed material which began on June 23rd. Staff is working through the kinks. Patrons are returning material, although 72 days is the recommended quarantine for books, the library is being more conservative and quarantining for 5 days. Mrs. Favreau added that the librarians will sometimes include a "librarian's surprise" when items requested are not available which has been well received by patrons.

The latest version of the Employee and Volunteer Guidelines for Daily Workplace Safety and Public Access to the building were distributed to the Board for informational purposes and appear on the library's website. In addition posters are displayed throughout the exterior and interior of the building. Mrs. Favreau thanked Mrs. Bowen for designing the posters.

Interlibrary book loans are not possible as there is no delivery; therefore, fines continue to be suspended. As of Monday, July 6th, holds are no longer reserved for residents only, Polaris now permits any MAIN patron to place a hold on material at any MAIN library. The library now restricts new items for Madison patrons up to the MAIN maximum of 60 days before they go into MAIN circulation. MAIN patrons are asked to pick up and return material to the borrowing library. MAIN is investigating a solution for delivery. To date, 3 parking lot swaps have been arranged by the libraries with the Madison library hosting the most recent swap on July 1st. These swaps will probably continue through the end of the summer. Library Link NJ will arrange a one time delivery of items in their warehouse from when libraries closed down for COVID-19.

Beginning July 7th, the library opened its doors to patrons at 25 % capacity. Patrons are permitted in the building by appointment at the top of every hour for 45 minutes. There has been a steady stream of individuals but it has not been overwhelming. An increase is

expected as vacations wind down and patrons become aware of the reopening. As mentioned the protocols for entry and behavior within the library are clearly displayed.

Mr. Binting complimented the department heads for the details included in the Director's Report.

BUILDING & GROUNDS COMMITTEE

Mr. Binting reviewed the Buildings and Grounds Report. He and Mrs. Favreau comment on the custom made sneeze guards for each department.

PERSONNEL COMMITTEE

Mr. Schessler had difficulty with his audio connection so Mr. Binting presented the Personnel Committee Report. Ms. Lori Mattheiss has been interviewed and identified as the candidate to fill the open Senior Library Assistant in Technical Services, replacing Veronica Kemp who retired at the end of June.

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

“Resolved to approve the hiring of Ms. Lori Mattheiss as a Senior Library Assistant pending successful background check”

Discussion was held regarding the existing and future open positions in Youth Services including the future retirement of one of the Library Assistants as of September 1, 2020. The job descriptions require posting in accordance with the Personnel Manual.

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

“Resolved to advertise for the positions of Youth Services Supervisors Full Time, Youth Services Librarian Full Time and Youth Services Library Assistant, in sequence and as needed to fully staff the Youth Services Department”

TECHNOLOGY COMMITTEE

Mr. Luber presented the Technology Report noting Mr. Daniher's invaluable contribution to Technology and his increasing responsibilities. Mr. Daniher is currently researching TeamViewer Business licensing as a way for Reference librarians to provide remote contactless support to patrons at the public computers from the Research Desk.

SCHOOLS AND TEENS

Mrs. Bessin advised the school is still in planning stages of safely reopening schools in the fall given the physical constraints and staff levels.

FMPL

Mrs. Hogan reminded the Board the FMPL 2020 budget is being revised and will be presented at their September meeting and is trying to do their best to meet their obligation to the library.

The summer Minicourse is going well, glitches are being worked out. FMPL is looking forward to offering one fall fee based electronic Minicourse; the fee will cover the professor's stipend.

The New Jersey Council for the Humanities COVID 19 grant was denied. The grant application to Investors Foundation for a "Streaming Support Partner" should be decided by late September.

The next FMPL meeting is July 13th. Fundraising will be a major topic.

MUF/MAIN

MUF – nothing to report

MAIN – Mrs. Favreau reported Madison library was one of the first of eight or nine MAIN libraries to open. Others are waiting a week or two before reopening. Delivery is the main question to be addressed by MAIN in the coming weeks.

POLICY COMMITTEE

Nothing to report.

OLD BUSINESS

Nothing to report.

NEW BUSINESS

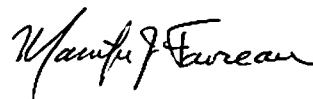
Nothing to report.

PUBLIC COMMENT

Nothing to report.

The meeting was adjourned at 6:05 PM.

Respectfully submitted,



Marilyn Favreau
Pro Tem Secretary