

**FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON
THURSDAY, June 11, 2020**

5:00 PM

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

Absent: David Luber and Mayor Robert Conley

Guests: Pam Hogan, Chair, Friends of the Madison Public Library (“FMPL”) and Melanie Edwards, Librarian, Technical Services Supervisor

Mr. Binting called the meeting to order at 5:07 PM. Ms. Easton announced that in accordance with the Open Public Meetings Act, 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 June 11, 2020 in the library’s Chase Auditorium will be held electronically only and will begin at 5:00pm.

The minutes of the May 14, 2020 Regular Meeting of the Board were presented for consent; the minutes were accepted as distributed.

The Treasurer’s Report was held until later in the meeting.

PRESIDENT’S REPORT

The President’s Report will be combined with the Director’s Report.

DIRECTOR’S REPORT

Mrs. Favreau reviewed her monthly report. The library remains closed and is functioning well remotely. As expected the huge increase in electronic services continues. Creative Bug was added as an electronic service for all ages to supplement the Summer Reading Program and replace in person programming, suspended until the fall due to COVID 19. Staff reexamined the budget to redirect funds from physical to electronic material. Necessary personal protective equipment (PPE) for reopening has been acquired increasing safety supply expenses.

The Construction Bond Grant application was submitted on June 2nd, three days prior to the June 5th deadline. The Executive Summary was slightly altered to highlight greater than 50% of construction costs will be funded by and demonstrate the commitment of the Trustees, Borough, Madison Public Library, Inc. and Friends of the Madison Public

Library. Mr. Bintinger reviewed extract pages of the application namely, sources of funding, building square footage to be renovated, seating capacity of the library before and after, as well as the cost estimate. Mrs. Favreau and the architect, Arcari Iovino, were complimented by the Board for the numerous hours dedicated to the application. The State Librarian and grant review committee will make recommendations to the State Legislature which will have final review, probably in the fall, and award grant amounts. Mrs. Favreau thanked everyone for their contribution to the various parts of the application particularly regarding the library's property deed. The application will be available in the library once the building reopens.

Mrs. Favreau reviewed the distributed documents relating to the reopening of the library:

- The Employee Guidelines for Daily Workplace Safety are based on the Borough's guidelines and were reviewed with the library's attorney, Wiley, Malehorn and Sirota. The document will be renamed to include Volunteers and sets out procedures insure individual safety.
- The Patron Code of Conduct COVID 19 Addendum.
- The Plan for Curbside Pick Up was reviewed and is part of the Reopening Plan. Discussion was held concerning restricting library collections to Madison residents only particularly since the library is a net lender library. With fines and delivery being suspended until at least the fall, there is little incentive for material to be returned to the source library. Trustees will consider writing to MAIN to request delivery; the library will pay for any costs imposed. Book swaps with other libraries are taking place in designated library parking lots.
- The Reopening Plan was drafted based on the State's TOPCATS (Taskforce on Post COVID-19 Alignment, Trends and Strategies in NJ libraries) and the Governor's Reopening Phases. The library is currently in phase 2 of its reopening plan. Staff will move from one phase to the next when given permission by the Governor provided each library phase is stable before moving to the next phase. Phase 3 will start with curbside pickup, followed by limited patron use by appointment only for computers, scanners and photocopier use when the Governor permits patrons to enter libraries. Phase 4 assumes allowing limited patron occupancy to browse the stacks with directional arrows, no study room use or lingering. Phase 5 remains to be planned as information becomes available.

Mr. Bintinger requested Board resolutions approving the aforementioned documents.

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

“Resolved to approve the Reopening Plan including the Plan for Curbside Pick Up and Employee and Volunteer Guidelines for Daily Workplace Safety with the Library Director and the Executive Board authorized to make necessary changes as circumstances arise”

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

“Resolved to approve the Patron Code of Conduct COVID 19 Addendum with the

Library Director and the Executive Board authorized to make necessary changes as circumstances arise”

BUILDING & GROUNDS

The Buildings and Grounds Report was reviewed. Discussion was held regarding air filters and increasing outside air intake.

TREASURER’S REPORT

Mr. Binting presented the Treasurer’s Report.

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

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

“Resolved to approve the June Bill List in the amount of \$21,444.92”

The Library’s financial reports for the period ended May 31, 2020 were reviewed.

PERSONNEL

Mr. Schessler mentioned significant applicant response was received for the advertised Senior Library Assistant in the Technical Services Department. Interviews are being conducted.

TECHNOLOGY COMMITTEE

Nothing to report.

SCHOOLS AND TEENS

Mrs. Bessin advised the school term is winding down and the district is looking at future access and Wi-Fi issues for students.

FMPL

Mrs. Hogan advised the FMPL 2020 budget is being revised and will be presented at the September FMPL meeting. FMPL met the first and second quarter gifts to the library as well as the additional gift of \$1000 per quarter.

The free Minicourse Summer Session via Zoom was booked within 24 hours of opening registration. The session will run for 5 consecutive weeks beginning June 17th. Dr. Robert Butts will be present “The Story of the Symphony”.

FMPL was awarded \$1500 in grant funds from the Madison Rotary to be applied to

library e-book title acquisitions. Application was made to The New Jersey Council for the Humanities COVID 19 Grant for \$7,200 to cover professors' stipends for Fall FMPL Minicourses. Investors Foundation biennial grant will be applied for \$6,000. The request will be made for a "Streaming Support Partner" in light of the tremendous demand seen during the Pandemic.

MUF/MAIN

Mrs. Favreau mentioned MUF Directors will need to meet to discuss reciprocal borrowing.

POLICY COMMITTEE

Nothing to report.

OLD BUSINESS

Since the Borough of Madison adopted their final budget on April 27, 2020, Mr. Binting requested the Board officially approve the 2020 Budget that was presented in December 2019 for use on an interim basis

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

"Resolved to approve the budget for 2020 as listed on the Profit and Loss Statement for the period January through December 2020"

NEW BUSINESS

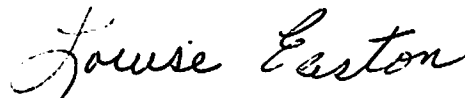
Nothing to report.

PUBLIC COMMENT

Ms. Hogan suggested the Code of Conduct be posted on the library's website. Mrs. Favreau mentioned it will also be prominently posted at the entrance of the library.

The meeting was adjourned at 6:14 PM.

Respectfully submitted,



Louise Easton
Secretary