

**FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON
THURSDAY, March 12, 2020**

7:30 PM

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

Absent: Thomas Haralampoudis

Mr. Binting attending telephonically called the meeting to order at 7:36 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 February 13, 2020 Regular Meeting of the Board were presented for consent; the minutes were accepted as distributed.

Mayor Robert Conley administered the Oath of Office to our newly appointed trustee, Karin Bessin, School Representative. The Trustees welcomed Ms. Bessin.

PRESIDENT'S REPORT

The President's Report was advanced as Mayor Conley needed to leave the meeting shortly before 8 pm for another commitment. The resolution required under the NJ Library Construction Bond Act, certification to be signed by the President and Secretary and the estimated costs of construction as prepared by the architect and distributed in advance to the Board were reviewed.

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

"Resolved, The Free Public Library of the Borough of Madison Board of Trustees hereby certifies that permission has been granted to apply for the Project grant entitled the New Jersey Library Construction Bond Act for the purposes described in the application in the amount of \$2,894,400.00."

Attention was drawn to the draft Executive Summary and Narrative to be submitted under the grant and distributed in the Board packet. Mrs. Favreau thanked Ms. Bessin for her invaluable assistance and contributions to the Summary and Narrative. Items

highlighted in yellow represent the language included in the Construction Bond and the items in red font represent the architect's suggestions. Instructions for the grant application require each criterion be addressed individually, resulting in redundancy. Mrs. Favreau welcomed any suggestions or comments. Ms. Barry complimented the work put into the documents.

As required for submission, the Borough of Madison passed their resolution in support of the Construction Bond application on Monday, March 9th. Madison Public Library, Inc. will convene a Special Meeting following the close of the Trustees Meeting to approve a contribution of \$300,000. The Friends of the Madison Public Library will hold a meeting to approve their contribution of \$100,000. Although the deadline for the application is April 6, 2020 the library's goal is to submit the week of March 23rd.

TREASURER'S REPORT

Mr. Lubber presented the Treasurer's Report.

The March 2020 Bill List was reviewed.

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

"Resolved to approve the March Bill List in the amount of \$49,589.93"

Mayor Conley exited the meeting.

The Library's financial reports for the period ended February 29, 2020 were reviewed.

DIRECTOR'S REPORT

Mrs. Favreau reviewed her monthly report. Although going well the library has been quieter in the last few days as can be expected due to the COVID 19 situation.

Items highlighted included:

- Presentation of the library's budget at the annual Borough Capital Hearing went well
- Results of the Borough's external government energy audit supports the energy saving lighting and heating proposed in the library's Construction Bond grant application
- Commercial cleaning of the bathrooms began mid-February and the results are noticeable. Timing was perfect, freeing our part-time maintenance employee to wipe down and disinfect the library daily.
- The Eagle Scout Project for a solar powered charging station on library property was approved by the Borough Council
- NJ Library State Survey for 2019 was submitted

The Construction Bond Report distributed with the Board packet was briefly reviewed. The library is waiting for an updated asbestos abatement quote from TTI. The architect's estimated construction cost may reach \$3 million by the time construction begins as costs

continues to rise. Mrs. Favreau asked to discuss COVID 19 under New Business.

BUILDING & GROUNDS

The distributed Buildings and Grounds report was reviewed. New LED lighting in the Chase Room and the flawless operation of the HVAC system since the new unit was installed were highlighted.

Mr. Binting drew the Board's attention to the listed projection screen in the Children's Picture Book Room which will need to be replaced. The screen was pulled down past the point of retraction, is permanently in the down position and irreparable. Investigation as to how this occurred continues. The matter was tabled for the future.

PERSONNEL

Mr. Schessler advised Veronica Kemp, Senior Library Assistant, submitted her retirement documentation. June 30th will be her last day in the office. Mr. Schessler complimented the unique process Ms. Kemp instituted in the performance of her responsibilities. To allow for a seamless transition, the position will need to be advertised and the interview process commence to allow Ms. Kemp to train her replacement. This will also have a budgetary impact.

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

“Resolved to accept Veronica Kemp’s resignation effective July 1, 2020 and to advertise and begin the interview process for a Technical Services Senior Library Assistant”

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

“Resolved to approve the hire of a Youth Services Student Page effective February 19, 2020”

TECHNOLOGY COMMITTEE

Mr. Luber advised Tech Tuesdays have been suspended indefinitely due to COVID 19 concerns. Ongoing Envisionware problems tied back to the original Envisionware set up will be corrected when re-imaging takes place next week.

Laptops for the teen area were re-imaged by MAIN today. An update problem occurred when we initially received the computers and corrupted the operating system. Re-imaging was required and was completed today. The Policy Committee will be meeting to discuss a policy for laptop usage and lending of hot spots.

Discussion regarding the renewal of the IT Shared Services Agreement was held.

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

“Resolved that the Free Public Library of the Borough of Madison authorizes the renewal of the November 23, 2013 Shared Services Agreement for Information Technology Services with the Library of the Chathams for a term not to exceed ten (10) years from January 1, 2020.

Further Resolved that the Free Public Library of the Borough of Madison authorizes the Board President or Library Director to execute said Agreement, and that the Director shall review the effectiveness of the Agreement annually.”

SCHOOLS AND TEENS

Mrs. Bessin directed the Board’s attention to the handout prepared by the library to advise students of the library’s electronic services which will be a valuable reference sheet due to COVID 19. Today the program “Fun in the Library” took place with the Youth Services librarian visiting the Middle School. Students participated in gaming and a sticker making craft activity. Mrs. Bessin emphasized the collaborative effort between the library and the schools is resonating with students, who are realizing these activities can be carried over from the school to the library.

Although no announcement has been made regarding school closure, the school district is preparing for digital/remote/distance learning in grades K-12 as the state struggles to deal with the COVID 19. Grades 3-12 will have district issued devices to use from home if distance learning is announced.

FMPL

Mrs. Favreau advised due to COVID 19 the Spring semester of FMPL Minicourses was cancelled and refund checks are being issued. For the same reason, the FMPL Gala has been postponed for early fall.

MUF/MAIN

Nothing reported.

POLICY COMMITTEE

Nothing to report.

OLD BUSINESS

Nothing to report.

NEW BUSINESS

The written compliment from Ms. Allison Hock was distributed and highlighted to the Board.

Mrs. Favreau advised disinfecting and cleaning was stepped up in the library in response to COVID 19 and all children's toys put away. Mrs. Favreau had been informed the Chatham schools would close as of March 16 and Chatham library would close as well, because of the concern students would then gather at the library and negate the benefit of closing the schools. Mrs. Favreau expressed concern over students from surrounding towns where schools and libraries are closed gathering at the Madison Public Library if we were to remain open. Mrs. Favreau presented the proposal she and Supervisors had worked on earlier in the day, recommending cancellation of programs at least until the end of March and closure of the library if the Madison schools close, to follow the preventative steps for avoiding social gatherings and maintaining social distancing. Supervisors are working on "to go bags" of Madison library books if the library is closed, supporting electronic resources and email and telephonic availability to patrons.

Discussion ensued, regarding possible closure of the library due to COVID 19. The pros and cons of either closing or remaining open were discussed in detail. While some Trustees expressed urgent concern that remaining open presented too great a risk of increasing public and staff exposure, as surrounding schools and libraries closed down, others were uncomfortable with depriving patrons of traditional library services.

PUBLIC COMMENT

None

The meeting was adjourned at 8:43 PM.

Upon request of several Trustees the meeting was reconvened at 8:54 pm to discuss the closure of the library due to COVID 19. Except for Mayor Conley all individuals present at the start of the meeting remained in attendance. Due to uncertainty over the final decision to close the library when and if the schools announce a closing, discussion resumed. Mrs. Favreau emphasized that the library has about 400-500 visitors a day.

Several board members insisted that a decision on the matter could not be delayed for details of operation during a closure to the public to be decided. At the conclusion of the discussion, the remaining Board members in attendance voted unanimously to close the library to the public, should the schools close, with details of the staff work arrangements and specific services to the public to be determined and presented to the Executive Board by the middle of the following week.

Mr. Binting exited the meeting.

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

“Resolved to close the library to the public in the event that schools close and remain closed for the duration of the school closure”

Mrs. Favreau to meet with Supervisors to advise the Board of the services the library can perform for the public, for example ILL, telephonic technology and reference assistance. Compensation of staff will also be addressed.

The discussion concluded at 9:15 pm.

Respectfully submitted,



Louise Easton
Secretary