

**FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON  
THURSDAY, May 14, 2020**

**5:00 PM**

**Present:** Thomas Binting, President, James Schessler, David Luber, Louise Easton, Mayor Robert Conley, Rachel K. Barry, Thomas Haralampoudis, Kate Bartley, 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”) and Marjorie Ticknor, Adult Services Librarian

Mr. Binting called the meeting to order at 5:01 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 May 14, 2020 in the library’s Chase Auditorium will be held electronically only and will begin at 5:00pm.

The minutes of the April 9, 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 May 2020 Bill List was reviewed. Discussion was held.

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

“Resolved to approve the May Bill List in the amount of \$19,281.70”

The Library’s financial reports for the period ended April 30, 2020 were reviewed.

With the recent approval of the Borough’s Budget the library will request the remittance of the appropriations for technology and utilities.

**PRESIDENT’S REPORT**

Comments regarding the reopening of the library will be reviewed in conjunction with the Director’s Report.

## **DIRECTOR'S REPORT**

Mrs. Favreau reviewed her monthly report. Physical circulation is virtually non-existent, due to library closure; the numbers reported are renewals of items already in circulation. A corresponding massive increase in electronic circulation is seen with the collection budget being shifted as necessary to support electronic demand.

Staff continues to work electronically from home busy with patron contact on electronic services, new library card registration, collection renewals, zoom book clubs and streaming of story time. Staff members are also happy to be helping with weeding, planting and mulching the library grounds. The library made the reluctant decision to cancel all in person programming through the end of the summer. Several programmers used by the Youth Services' Department offered to conduct virtual programs at a decreased fee. Several electronic offerings, such as The Great Courses through Kanopy proved to be a good substitute for Adult programs. A baseline amount of physical material is being ordered with deliveries on hold. Technical Services is receiving records to maintain an accurate collection.

The library has begun to work on a reopening plan based on a template the Trustees received from the New Jersey Library Community Forms Task Force on Post COVID-19 Alignment, Trends, and Strategies (TOPCATS). The final stages of the Construction Bond application will be completed in the coming weeks. The due date for the grant application was moved to June 5<sup>th</sup> and library submission is targeted for the last week of May. In addition to usual professional development offerings, staff are attending the many workshops, webinars and meetings addressing serving a virtual audience during the pandemic.

Mr. Bintinger advised he and Lynn discussed the impact of the COVID 19 as a commentary addition to the library's application. Ray Codey, the Borough Administrator, mentioned including comments on the virus' impact on the library's plans. Mrs. Favreau explained the Borough requested highlighting the enhanced need for this project in light of the hardship on the Borough. The current proposal to remove the asbestos in the ceiling to allow for improved cabling and wiring to service the internet and new small study areas are not only desirable but may be necessary to respond to the new needs presented by COVID 19. Bonds have been secured and state may view these projects as way to revive business and help stimulate the economy. Ms. Bessin mentioned a fresh look at the Executive Summary raises the need to highlight the flexibility and adaptability of the new space and how the new plan can be responsive to every changing environments. Mr. Schessler emphasized the initial important focus points of the plan, such as providing internet usage to wide segment of patrons should not be overshadowed by the current virus. The Executive Summary which is limited to 125 words will be reworked by Ms. Bessin and Mr. Schessler as Mrs. Favreau continues to tackle the Community Analysis.

Mr. Bintinger discussed the reopening plan. Staff is using the TOPCATS framework to develop the library's plan. Mrs. Favreau discussed the state's financial burden and cuts

passed down to Library Link NJ. Delivery may not restart due to financial constraints. As a net lender, a good part of the library's collection is circulation to non-Madison residents. Staff is working on two plans; with and without interlibrary delivery while trying to strike a balance between being a good consortium partner but also serve Madison patrons.

Some libraries are considering curbside delivery beginning May 18<sup>th</sup>. Mayor Conley stated there was an Executive Order closing libraries and no mention of libraries in yesterday's Executive Order allowing non-essential retail curbside delivery. The Mayor confirmed libraries were closed by Executive Order and therefore would be handled separately by the Governor.

Phased reopening is being worked on by staff. Cleaning products and safety equipment are integral to planning for curbside pickup, opening the library, limiting people inside the building, limiting computer use, etc. The plan will be designed to provide guidance and allow flexibility to respond to changes as well as permit fall back to an earlier phase, if necessary. Patron policy should be updated to allow staff to enforce the safety rules. Plan presentation is targeted for the June Board Meeting.

## **BUILDING & GROUNDS**

The distributed Buildings and Grounds April report was reviewed. This month, Mr. Heesemann began to build custom sneeze guards for the various public desks in anticipation of eventual reopening

## **PERSONNEL**

Mr. Schessler recommended the appointment of Dana Skwirut as Acting Youth Services Supervisor, effective April 29, 2020 and acceptance of Dori Dowling's retirement, effective September 1, 2020.

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

“Resolved to appoint Dana Skwirut as Acting Youth Services Supervisor, effective April 29, 2020 until further notice”

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

“Resolved to accept Dori Dowling's resignation, effective September 1, 2020”

## **TECHNOLOGY COMMITTEE**

Mr. Luber advised scheduled 2020 computer purchases will be postponed and pushed out to next year with the exception of purchasing a laptop for the Finance Manager. He and Mrs. Favreau reviewed the floor plan in the eventuality of requiring computer spacing to facilitate social distancing.

Investigation into secure remote access via VPN, LogMeIn or cloud storage is currently under investigation.

## **SCHOOLS AND TEENS**

Mrs. Bessin reported two successful virtual after school programs, designed to be an informal place for students to socially interact, were held in conjunction with the library. Approximately 30 students participated in each session. Survey comments requested more frequent sessions, possibly weekly rather than every other week. Students register in advance and are sent a link to maintain security.

## **FMPL**

Mrs. Hogan advised the FMPL Gala was canceled for this year. Refunds are being offered to those planning to attend with the opportunity to donate those refunds to FMPL. Spring Minicourses registrations were also cancelled and reimbursed. Both events were on track to exceed last year's participation.

FMPL is happy to use this opportunity to give back to the public and offer one free minicourse session this summer via Zoom. Registration will be opened to previous registrants first and then the public. Donations will be accepted.

FMPL is looking at fund granting. A \$1,800 Madison Rotary grant was applied for nook title acquisitions. The New Jersey Council for the Humanities has a COVID 19 grant which FMPL will be applying for and intends to use for stipends to cover Minicourse professors' fees. A stipend for about \$7,000 will be requested. FMPL continues to look at other sources of funding.

## **MUF/MAIN**

The Spring MUF dinner meeting has been postponed to a Fall Dinner Meeting.

## **POLICY COMMITTEE**

Nothing to report.

## **OLD BUSINESS**

Nothing to report.

## **NEW BUSINESS**

Nothing to report.

**PUBLIC COMMENT**

Mrs. Ticknor was in attendance and mentioned the multiple professional development opportunities and the benefit of having the time to participate. Also, collection purchasing continues although at a much lower level than under normal circumstances.

The meeting was adjourned at 6:10 PM.

Respectfully submitted,



Louise Easton  
Secretary