

**FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON
THURSDAY, October 8, 2020**

7:00 PM

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

Absent: Thomas Haralampoudis

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

Mr. Binting called the meeting to order at 7:02 PM. Ms. Easton 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 October 8, 2020 in the library’s Chase Auditorium will be held electronically only and will begin at 7:00 pm.

The minutes of the September 10, 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.

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

“Resolved to approve the October Bill List in the amount of \$49,269.93”

Mr. Luber reviewed the library’s financial reports for the period ended September 30, 2020.

Mr. Luber advised some expenses the library incurs, particularly during this pandemic, require credit cards and recommended applying for Procurement Cards (P-Cards). Staff are currently using their personal credit cards and seeking reimbursement to make purchases where Purchase Orders are not accepted by a vendor or when a credit card needs to be maintained on file with a vendor. In 2013, the State of NJ entered into a contract with Bank of America to provide P-cards. The Library Director and Treasurer, will designate staff authorized to use P-cards, establish limits by amount, period and permissible usage.

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

“Resolved to approve the use of P-cards for the acquisition of goods and services under certain circumstances and to complete and submit documents requested by Bank of America, N.A. to provide corporate card services as set out in the Contract between the State of New Jersey and Bank of America, N.A. dated as of August 16, 2013.”

The Finance Committee will be meeting to discuss the 2021 Budget. The 2021 1/3 of mil tax appropriation has been published and the library’s funding was lowered by approximately \$36,500; there will be some challenges to face next year.

PRESIDENT’S REPORT

Mr. Bintinger reviewed the previously distributed 2019 independent audit report and draft annual cover letter and Transmittal Report to the Borough. The audit report includes Nisivoccia LLP’s unqualified opinion on the Library’s financial statements. The audit is required by statute to be sent to the Borough Council Members, Mayor, Administrator and Chief Financial Officer. The Transmittal Report summarizes the financial results along with commentary. The library’s financial condition is very good and resulted in an additional \$200,000 transfer to Capital, for a total of \$500,000 set aside for the pending State Construction Bond issue. The Board had no questions or comments on the audit, draft letter or Transmittal Report which will be signed and given to the Borough on October 14th, when the preliminary 2021 Budget Meeting with the Borough Administrator and Chief Financial Officer is scheduled.

The only recurring comment by the auditor addresses control distribution, which due to limitation of staff for the library is not economically feasible to adopt. The library has very little in the way of cash transactions, with most transactions handled by check. Mr. Bintinger requested a motion to accept the audit.

Upon motion of Mr. Luber and seconded by Ms. Easton it was unanimously

“Resolved to accept the 2019 audit as presented”

DIRECTOR’S REPORT

Mrs. Favreau reviewed her monthly report. As reported in the past, physical circulation is down overall compared to last year but trending upward primarily due to courtyard pick up. Digital circulation remains strong. MAIN’s initiation of Interlibrary Loan (ILL) has had an enormous impact by opening up the collections of other libraries to patrons. Library Link NJ will resume ILL in mid-October.

Sunday pop-up browsing collection discussed at the last meeting has taken place for the last 3 weeks. The spontaneity of pop-up collection is very well received and growing in popularity.

Streamlining some of the processes in the Technical Services area has permitted the new Library Assistant to take on additional responsibilities such as supply ordering, updating and

maintaining the outdoor sign, courtyard bulletin board and lobby decorations.

Adult and Youth Services have begun scheduling fall virtual programs. Adult virtual programs are held mostly on Mondays at various times as we try to ascertain the best time for audiences. Youth Services has self-produced and outside program presenters.

Mayor Conley left the meeting at 7:30 pm.

There has been no further news from the State Library on the Construction Bond except the message on the website now reads “the Committee will forward their list of recommended projects to the State Librarian in October”.

Mr. Binting complimented the work underway outdoors to create a program area adjacent to the Youth Services Department. Discarded Borough picnic tables have been delivered by Public Works and will be refurbished. This provides an opportunity to expand the library’s services during this trying time. Completion is targeted for the end of October to allow for an outdoor children’s pumpkin painting program. Enhanced Wi-Fi and outdoor courtyard seating are very popular and add to the increased services the library can safely offer to the public.

Ms. Barry thanked and complimented Dana Skwirut for her assistance managing and providing technology support with the Children’s event Ms. Barry ran 2 weeks ago.

Previously distributed graphs were reviewed. Similar to last month’s report, In-Person Usage vs. Contactless Check-out continues to trend in favor of contactless. Patrons definitely prefer courtyard pickup over indoor check out. In person availability vs usage is continually monitored; to date only a small percentage of available appointments are actually being used.

Meetings and gatherings within the library are not possible in the current environment, as a result the inability to sit and linger to read or browse obviously makes in-person less inviting. On the positive side, the reference librarians are very active assisting patrons over the telephone and by email with research questions offering librarians more of an opportunity to utilize their training.

BUILDING & GROUNDS COMMITTEE

Mr. Binting reviewed the Buildings and Grounds Report.

The swale is receiving additional attention to get it under control. Mr. Schessler commented on the noticeable progress of the outside grounds, a number of the items on the list created last year by the Building and Grounds Committee have been addressed.

Mrs. Favreau reported she received an email this morning that the solar panels for the Eagle Scout Charging Station Project arrived and will be installed. The structure complimented along with the timeliness of this addition to increase outdoor charging of devices.

PERSONNEL COMMITTEE

Mr. Schessler advised Ralph Graham submitted his application for retirement and requested the Board's approval of the same. The Board expressed their gratitude for Mr. Graham's years of dedication to the library and effective performance in managing the Circulation Department.

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

“Resolved to accept Ralph Graham's resignation, effective April 1, 2021”

Mr. Schessler also reported the Personnel Committee is assisting the Finance Committee with personnel costs for the 2021 budget.

TECHNOLOGY COMMITTEE

Mr. Luber presented the Technology Report. As reported last month, the scheduled FIOS bandwidth upgrade and firmware update were successfully completed with no delays or complications. Due to supply chain issues at Dell, the laptop for the Finance and Administration Department is currently on backorder. TeamViewer was installed on two additional public PC's as back up should problems be encountered with computers currently in use. Investigation as to the cause and future preventative solutions is underway for a wireless cloud controller disconnection issue; all is back online. Staff would like to begin to circulate the Hot Spots upon Board approval of the policy. The beta test for self-checkout is working out well. MAIN may soon have a kiosk available to house the equipment

POLICY COMMITTEE

Mrs. Favreau reviewed the draft Hot Spot Policy and Agreement. The policy is modeled after the Museum Pass Policy. The Board tentatively approved the Policy and Agreement subject to amendments. Although the Hot Spots cannot be checkout by minors, the possibility of underage usage remains and should be addressed in the policy along with a statement that the technology is unfiltered. The policy should also be sent for attorney review and represented to the Board at their November meeting.

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

“Resolved to tentatively approve the Hot Spot Policy and Agreement subject to amendment for possible underage usage, acknowledgement as an unfiltered device and attorney review”

SCHOOLS AND TEENS

Mrs. Bessin reported on the current school environment in Phase 1. Moving to Phase 2 is currently under discussion for the different schools, implementing at various times depending on the grade level.

FMPL

Mrs. Hogan advised the Board, FMPL would like to continue the legacy established back in the 1990's of providing \$40,000 in annual support to the library. FMPL has applied to multiple sources for funding; however, competition for grant funding is steep.

The online Minicourse on Gothic Art and Architecture began, the discounted rate course fee collected covered the professor's stipend. The next Minicourse will be at the full rate.

The Challenge Fundraiser Campaign is underway; 15 letters were sent to the same 2011 donors and response has been favorable. Half of the \$20,000 matching donation pool has been met. Mrs. Hogan thanked the trustees of the library for their generous donations to this campaign. The annual appeal letters have been sent to 5,000 households.

FMPL will work with the Trustees in November to transfer the \$100,000 capital commitment to Madison Public Library Inc., for the Construction Bond upon maturity of a CD.

MUF/MAIN

MUF – nothing to report. All is on hold until spring 2021.

MAIN – a new member, the Bernardsville Library, was approved today and will join in early January 2021. Hunterdon County Library has applied for membership. MAIN has been actively recruiting members looking for ways to grow and share costs.

OLD BUSINESS

Nothing to report.

NEW BUSINESS

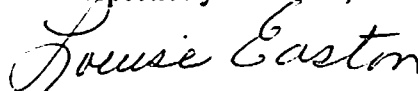
Nothing to report.

PUBLIC COMMENT

Nothing to report.

The meeting was adjourned at 8:07 PM.

Respectfully submitted,



Louise Easton
Secretary