

**FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON
THURSDAY, September 10, 2020**

5:30 PM

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

Guests: Adrienne Novak, Co-Corresponding Secretary, Friends of the Madison Public Library ("FMPL") and Corinne Bowen, Library Assistant, Circulation

Mr. Binting called the meeting to order at 5:30 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 September 10, 2020 in the library's Chase Auditorium will be held electronically only and will begin at 5:30pm.

The minutes of the July 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 Bill List for August was presented since the Board does not meet during the month. The Bill List for September was also reviewed.

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

"Resolved to approve the August Bill List in the amount of \$36,070.74 and the September Bill List in the amount of \$32,190.86"

Mr. Luber reviewed the library's financial reports for the period ended August 31, 2020.

PRESIDENT'S REPORT

Mr. Binting deferred to discussions that he and Mrs. Favreau had regarding the year to date circulation and presented in graphic form which will be covered in her report.

DIRECTOR'S REPORT

Mrs. Favreau reviewed her monthly report, noting both July and August figures are reported. As Mr. Bintinger mentioned, graphs were distributed to the Board to illustrate library usage statistics during the shutdown and opening stages of the library of the COVID 19 pandemic. As discussed in previous meetings, digital circulation and streaming continue to climb and stay strong. Physical circulation has been dramatically impacted by the lack of interlibrary delivery. Patron requests have been strictly satisfied by the library's inventory. Despite the ability for in person browsing, courtyard pick up remains patrons' preferred form of check out as can be seen from the charts displaying available library appointments versus appointments booked. Staff continues to receive positive feedback from patrons as to the safety measures the library has instituted to keep all safe.

LibraryLink NJ continues to be unable to provide delivery due to lack of funding from the State Library resulting in a complete halt of interlibrary loan services throughout the state. As a result, MAIN has contracted with the delivery service to resume delivery between MAIN libraries only, three days a week, beginning on Tuesday September 8, until LibraryLink NJ is able to restore the service for the whole state. The cost of this temporary delivery service will be shared equally between MAIN and the individual libraries, at a cost to each MAIN member library of \$75 per week. Once the service is up and running, system-wide holds will be reinstated within the consortium.

Madison had offered to beta test MAIN's new self-checkout system, as part of our research into the best system for our use. MAIN installed the system for us to test and it has proven helpful in allowing patrons to check out their own items, thereby reducing points of contact with staff.

The library has traditionally reopened on Sundays after Labor Day and would like to offer limited service to patrons for 3 hours on Sundays going forward in the form of courtyard pick up and a pop-up browsing collection in the courtyard at least until the weather becomes inclement. With the existing pandemic staff team structure in place, two staff members can support this initiative. Patrons would not be permitted in the building to browse. The Board was receptive and complimentary of "Sundays in the Courtyard". Staff will advertise on social media, newspapers, etc.

BUILDING & GROUNDS COMMITTEE

Mr. Bintinger reviewed the Buildings and Grounds Report.

The State Library Construction Bond grant is still pending; the review committee was scheduled to submit recommended projects to the State Librarian by September 1st then to the State Legislature for final grant decision.

PERSONNEL COMMITTEE

Mr. Schessler requested Board approval of the following appointments:

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

“Resolved to approve the appointment of Dana Skwirut as Youth Services Supervisor, effective July 22, 2020”

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

“Resolved to approve the hire of Laura Curry as Youth Services Librarian, effective, September 2, 2020”

Mrs. Favreau reported the retirement of Dori Dowling, Senior Library Assistant effective August 31, 2020. Staff could not gather for a sendoff; however, the Borough Rose Medallion, the Library Pewter Box and a gift from staff were delivered to Mrs. Dowling

TECHNOLOGY COMMITTEE

Mr. Luber presented the Technology Report noting M.A.I.N. updated the Envisionware console in August, Team Viewer was installed to permit remote assistance to patrons at computers while maintaining social distancing. A semi-annual update of firmware will be conducted on September 14th. Verizon will upgrade the library’s bandwidth on September 28th. With the exception of a laptop for the Finance and Administration Department, scheduled technology purchases detailed in the Technology Strategic Plan, will be pushed into 2021 to allow maximum use of the 3 year warranties.

SCHOOLS AND TEENS

Mrs. Bessin reported school began 3 days ago and staffing is dramatically reduced due to the pandemic and additional support will be needed. The district now has 2 librarians servicing 5 schools compared to 4 librarians last school year. Creative planning ideas had to be developed and will be presented to the school administration.

FMPL

Mrs. Novak presented the report for the FMPL 2020. The free Minicourse presented this summer was successful.

A fee-based online Minicourse on Gothic Art and Architecture was offered at a discounted rate and will begin on September 21st and run for 4 weeks, excluding Yom Kippur. As of now 50 enrollments have been received. A second course is being contemplated. Minicourses, which were a major income generator for FMPL has been greatly impacted by the pandemic resulting in the proposal of a Challenge Fundraiser Campaign. Certain donors have been asked to consider matching donations up to \$20,000 of FMPL’s Annual Appeal Fundraiser; appeal letters will be sent soon.

MUF/MAIN

MUF – Mrs. Favreau reported MUF directors do keep in touch and MUF libraries allow borrowing with patrons. There are no planned meetings and the Annual Dinner will probably be postponed again.

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 6:24 PM.

Respectfully submitted,

A handwritten signature in cursive script that reads "Louise Easton".

Louise Easton
Secretary