

**FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON  
THURSDAY, April 8, 2021**

**7:00 PM**

**Present:** Thomas Binting, President, David Luber, 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

**Guests:** Corinne Bowen, Supervisor Circulation and ILL, Daniel Nazarko, Adult Services Supervisor, Dana Skwirut, Youth Services Supervisor, Adrienne Novak, Co-Corresponding Secretary of the Friends of the Madison Public Library (FMPL)

**Absent:** Mayor Robert Conley

Mr. Binting called the meeting to order at 7:01 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 April 8, 2021 in the library's Chase Auditorium will be held electronically only and will begin at 7:00 pm.

The minutes of the March 11, 2021 Regular Meeting of the Board were presented for consent and accepted as distributed.

**TECHNOLOGY COMMITTEE**

Mr. Luber reported the Committee met on April 1<sup>st</sup> to discuss the website redesign. Three library specific vendors were identified and reviewed. Due to weaknesses in the current website platform, the original plan to redesign the website in 2022 was advanced to this year. Balancing functionality and cost, staff and Committee recommend Renaissance as the website developer. The redesign will cost \$5,000, with an initial deposit of 50%. Ongoing website maintenance and updates are also recommended at \$100 per month, similar to our current arrangement with a different vendor.

Major NJ library websites developed by Renaissance were listed and a visual presentation was made to the Committee which Mr. Binting had asked that elements of that presentation be made for the Board. Mr. Nazarko and Ms. Skwirut were introduced. Mr. Nazarko gave a comprehensive on screen visual presentation of an existing website created by Renaissance.

Mr. Nazarko advised Renaissance’s website development streamlines the user experience with one click access to various library services. Ms. Skwirut added that the web version translates very well to mobile version and the staff side experience is similar to a website, created by a well-known developer, she worked with at her previous library. Ms. Barry complimented the research and approach taken by Mr. Nazarko and Ms. Skwirut in vetting vendors and recommending Renaissance.

Mr. Schessler inquired as to the staff and vendor communication for day to day operations such as program additions and changes. Mr. Nazarko advised Renaissance builds the pages used for the various library services; however, supervisors and at least two back up staff members will be responsible for content changes to those existing pages. If new content – that is, a new page - is needed Renaissance can be contacted to add pages to the website at an additional hourly cost.

Ms. Barry has created a patron survey to provide feedback on the existing website. The survey was created from about 30 different libraries and was reviewed with library staff. Survey responses in conjunction with known data points, such as pages patrons visit will assist in the website redesign and will be shared with the Board.

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

“Resolved to approve Renaissance as the website developer and move forward with executing the contract”

Mr. Nazarko and Ms. Skwirut exited the meeting at 7:21 pm.

### **TREASURER’S REPORT**

Mr. Luber presented the Treasurer’s Report.

The April 2021 Bill List was reviewed, noting the second quarter invoice from NJEdge is included in the total.

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

“Resolved to approve the April Bill List in the amount of \$39,280.67”

The Library’s financial reports for the period ended March 31, 2021 were reviewed.

### **PRESIDENT’S REPORT**

Nothing to report.

### **DIRECTOR’S REPORT**

Mrs. Favreau reviewed her monthly report. The library is working on marketing and

National Library Week in April provided the opportunity to show appreciation to our patrons. Adult Services put together patron care packages – mugs, tea packet, etc. – given to patrons when they check out their items.

Since the damp spring weather is damaging to books, Courtyard browsing is limited to Sundays and Mondays when appointments are not available. If the weather is not cooperating, browsing will move into the lobby during courtyard hours with the remainder of the library closed off. Also due to the dampness, holds materials will be kept in indoors at all times. Patrons can pick up material at the front entrance by using the intercom or ringing the doorbell. Virtual programs and craft kits remain popular and successful. A patron's note of appreciation and photo of her frame craft was included in the Board packet.

The outdoor Solar Charging Eagle Scout built area is complete. A ribbon cutting and photo session will be held at the end of April or early May.

The second round of the Construction Bond Act grant is now open and the library will submit an application with a reduced funding request. A meeting was held with the architect to discuss parts of the previous application which need to be reworked. Qualifying criteria has been reduced. The application will focus on funding for the roof, abatement for the ceilings and lighting and resiliency.

Staff is being very resourceful in adapting to evolving circumstances and the needs and interests of patrons in terms of offering programs and circulation services.

## **BUILDING & GROUNDS**

Mr. Bintinger presented the Buildings and Grounds. When the outdoor programming area is completed it will be a very helpful addition to library.

## **PERSONNEL**

Mr. Schessler reported 9 applicants were interviewed of the 39 applications received for the advertised Library Assistant position. Decision to split the job into 3 – 12 hour – part time positions was made to allow for flexibility in staffing the Circulation Department. Three candidates will be presented to Board after background checks are completed.

## **SCHOOLS AND TEENS**

Ms. Bessin reported discussions to further open schools is underway and is dependent on COVID case numbers in New Jersey which don't look favorable in recent weeks. Teachers are questioning quarantining of material but no changes to current measures have been made. A 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade battle of the books pilot program is planned against Harding Township. Depending on the success of the program, it may become a full year or seasonal event.

## **FMPL**

Adrienne Novak reported the Annual Appeal is officially closed however donations continue to trickle in. Discussion will be held at the upcoming Monday FMPL meeting regarding ideas for the Annual Gala whether that be in person, outdoors, by Zoom or something else.

Another 5 week on line Minicourse begins April 29<sup>th</sup>. Future plans for in person courses will depend on COVID numbers and Chase Room availability. Fall/winter on line courses were very successful with attendance close to capacity. Zoom glitches have been worked out and most attendees are repeat customers. Mrs. Favreau mentioned the flattering feedback received from professors and other presenters complimenting FMPL's hosting capabilities.

## **MUF/MAIN**

Mrs. Favreau reported there is no change from last meeting for MUF libraries in Union county where COVID case numbers remain high. Our MUF partner libraries opened recently by appointment and are extremely cautious. MAIN libraries, depending on location and local COVID numbers, are allowing patrons into libraries.

## **POLICY COMMITTEE**

Nothing to report.

## **OLD BUSINESS**

Nothing to report.

## **NEW BUSINESS**

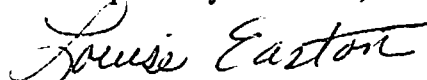
Attention was drawn to the notice distributed by the New Jersey Library Association condemning attacks on any ethnic group.

## **PUBLIC COMMENT**

None

The meeting was adjourned at 7:53 PM.

Respectfully submitted,



Louise Easton  
Secretary