

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

**7:00 PM**

**Present:** Thomas Binting, President, James Schessler, David Luber, Louise Easton, Thomas Haralampoudis, Kate Bartley, Karen Bessin, School Representative, Marilyn Favreau, Library Director and Mary Fevola, Finance and Administration Manager

**Absent:** Mayor Robert Conley, Rachel K. Barry

**Guests:** Pam Hogan, Chair of the Friends of the Madison Public Library (FMPL); Corinne Bowen, Supervisor Circulation and ILL; and D. Clark, a member of the public

Mr. Binting called the meeting to order at 7:05 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 July 8, 2021 in the library's Chase Auditorium will be held electronically only and will begin at 7:00 pm.

The minutes of the June 10, 2021 Regular Meeting of the Board were presented for consent and accepted as distributed.

**TREASURER'S REPORT**

Mr. Luber presented the Treasurer's Report.

The July 2021 Bill List was reviewed. Noted were payments to Dell for desktop computers to replace warranty expired public computers; TechSoup for Office licenses; third quarter payment to NJEdge; Museum passes courtesy of the FMPL and a Rotary Grant solicited through FMPL for Museum of Modern Art passes and final payment for the new website.

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

**"Resolved to approve the July Bill List in the amount of \$51,909.37"**

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

“Resolved to approve a resolution to authorize the payment of the August 2021 bills not to exceed \$50,000.00”

The Library’s financial reports for the period ended June 30, 2021 were reviewed.

## **PRESIDENT’S REPORT**

Mr. Binting anticipates Board Meetings will resume in person in the Chase Room beginning September 2021.

Mr. Haralampoudis joined the meeting at 7:15 pm.

## **DIRECTOR’S REPORT**

Mrs. Favreau reviewed her monthly report. Most COVID restrictions were removed as of June 1<sup>st</sup>. A large percentage of patrons are wearing masks and staff continues to wear masks to model protecting underage patrons who are not eligible for vaccines. Summer Reading registration is going well especially in the preschool age category. Outdoor programs have great attendance; however, when programs are brought indoors due to weather, attendance drops.

Community outreach continues to pick up momentum. Librarians are at the Farmers Market almost weekly and regular visits to assisted living residences resumed with delivery and pick up of materials for distribution by each facilities’ staff. Museums reopened and expired passes were renewed as noted in the Treasurer’s Report. Chase Room reservations are available; several recitals have already taken place.

Programming via Zoom proved advantageous in gathering presenters and attendees from a wider geographic area. Research to continue to use Zoom in future hybrid programming is underway and will be addressed in the Technology Report.

Mrs. Favreau complimented the stellar work of Daniel Nazarko and Dana Skwirut on the website which was launched quickly and at almost full completion. It is user friendly for patrons and staff.

As mentioned at the last meeting, the Bond grant was submitted. Planning how the library operates during construction is next. Lessons learned during closure for COVID will prove beneficial in planning. The Borough will pay for the new roof which will then be followed by abatement of the ceiling and lighting by the library. Hopefully the roof replacement will take place in the fall with construction of the library to begin in 2022.

The financial audit began on June 28<sup>th</sup> and auditors were in the office that day with most of the audit performed remotely. We are waiting for the auditor's report before signing the Client Representation letter.

Circulation of physical material is increasing, it's not the level of pre-pandemic, 2 years ago, but steadily increasing. Digital material circulation remains strong; decreasing from last year at the height of the pandemic but stronger than 2 years ago. Streaming and database use is doing well. Mrs. Favreau commended the Circulation team for the smooth transition from partial closure to full summer hours including assuming some of the Youth Services circulation responsibilities. The three new staff members in Circulation have proven to be positive additions.

Adult Services' Summer Reading program began and will culminate with a grand prize raffle. Adult Grab and Go craft kits remain popular, all 50 prepared kits were taken by patrons for each of the projects.

Several staff members attended and benefitted from presentations at the NJLA Annual Conference which was held virtually this year.

Technical Services is busy working on the Discovery collection – items such as puzzles, metal detector, hot spots – require packaging, cataloging and display. Department members are also sorting through the old vinyl LP's collection in preparation for the Borough's Public Auction.

Mr. Binting added that circulation continues to drop for music CD's. Mrs. Favreau added the furniture to store the CD's takes up a large portion of floor space and the dwindling collection currently under review. Suggestions from the Board are welcome.

## **BUILDING & GROUNDS**

Mr. Binting reviewed Mr. Heesemann's report identifying his activities inside and outside the building. Joe Caruso has been contacted to clean the swale and grounds.

## **PERSONNEL**

Mr. Schessler advised last year upon retirement of a full time Youth Services employee, management decided to replace the position with 2 part time staff once full library service resumed. Youth Services would like to hire one part time library assistant now and later reassess needs for a second individual.

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

“Resolved to hire Mia Romano-Brown as a Part-time Programming Library Assistant, Youth Services conditional upon successful background check.”

## **TECHNOLOGY COMMITTEE**

Mr. Luber noted as reported earlier the website was launched and a screen shot of the new library's home page was sent to Trustees.

Following Mr. Daniher's phased-in replacement recommendation of public computers, which are no longer under warranty or eligible for MAIN support, 5 computers were ordered directly from Dell as MAIN is unable to obtain the required models from their own supplier. In addition, 10 Microsoft Office 19 licenses were ordered from TechSoup and 3 receipt printers are being ordered from MAIN. Looking to the future, a large number of staff computers will need to be replaced in 2024 and 2025. A purchase plan will be developed.

Zoom adds value to programming by allowing outside presenters and attendees to be drawn from a larger population. Discussions are being held with outside companies to provide solutions and cost estimates to upgrade Chase Room technology to allow for hybrid programming. MAIN contracted a consultant to provide guidance on this topic but unfortunately only a shopping list of possible equipment was provided. Mr. Luber, Mrs. Favreau and Mr. Daniher met with Michael Hoddy to discuss possible Chase Room technology upgrades and upgrading the Youth Services Picture Room. Mr. Luber has reached out to other vendors and John LaPierre to discuss the school district's technology equipment and if the same would be appropriate for the library as well as. Mr. Daniher has contacted Union Catholic regarding their equipment. The goal is to manage the camera and projection simultaneously to allow for a seamless presentation to remote and in person attendees as well as having a user friendly system for presenters.

## **SCHOOLS AND TEENS**

Ms. Bessin reported the school district is in the early stages of planning next school year. There may be new resources and types of materials schools will need. Ms. Bessin will reach out by August if there are additional ways to partner with the library to support students.

The Board congratulated Ms. Bessin on her Educational Services Professional award from the school district.

## **FMPL**

Ms. Hogan reported a steady stream of income from the Minicourses. Dr. Carter's June Rock-n-Roll and the Sixties series was well received and Janet Foster's American Architectural History and Materials: The Stuff of Dreams is currently taking place. Minicourses will remain as Zoom meetings for now.

The Board was asked to consider use of the Chase Room and Courtyard for a "Thank you" event for donors in late September or early October to kick off the 2021 Annual

Appeal. Trustees can reach out to Ms. Hogan or Mr. Binting with any ideas or suggestions.

**MUF/MAIN**

Nothing to report.

**POLICY COMMITTEE**

Nothing to report.

**OLD BUSINESS**

Nothing to report.

**NEW BUSINESS**

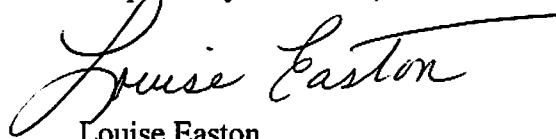
Mrs. Favreau mentioned NJ State Library's appeal notice requesting support for \$12 million in additional Per Capita State Aid.

**PUBLIC COMMENT**

None

The meeting was adjourned at 7:49 PM.

Respectfully submitted,

A handwritten signature in cursive script that reads "Louise Easton". The signature is written in black ink and is positioned above the printed name and title.

Louise Easton  
Secretary