

**FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON
THURSDAY, May 13, 2021**

7:00 PM

Present: Thomas Binting, President, David Luber, James Schessler, 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: Marjorie Ticknor, Adult Services Librarian

Mr. Binting called the meeting to order at 7:04 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 May 13, 2021 in the library's Chase Auditorium will be held electronically only and will begin at 7:00 pm.

The minutes of the April 8, 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 May 2021 Bill List was reviewed.

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

"Resolved to approve the May Bill List in the amount of \$30,702.38"

The Library's financial reports for the period ended April 30, 2021 were reviewed.

PRESIDENT'S REPORT

Mr. Binting advised the Borough of Madison adopted their final budget which allows the Board of Trustees to give final approval of the library's 2021 budget which received interim Board approval in December 2020.

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

“Resolved to approve the budget for 2021 as listed on the Profit and Loss Statement for the period January through December 2021”

Mr. Bintinger thanked Mr. Haralampoudis and the Rotary volunteers who worked on the spring beautification of the library grounds on May Day.

DIRECTOR’S REPORT

Mrs. Favreau reviewed her monthly report.

The requirement to make appointments for browsing the collection was lifted on May 4th; however, appointments remain in place for computers to maintain social distancing. Following CDC guidelines, the quarantining of material was also lifted; commensurate with this, fines will be reinstated June 1st. Full summer hours will resume June 1st. An announcement will be published in the Madison Eagle.

The outdoor programming area is completed. A generous donation was received for the area and a dedication ceremony in memory of Polly Scott will be made in early June.

The Summer Reading Program will begin in June. Staff has been very active and creative planning for the animal themed program “Tails and Tales”. Digital and non-digital statistics from 2019 and 2020 vs. 2021 were reviewed. Total circulation is returning to its pre-COVID rate. A soft launch of the new Discovery collection is in progress – jigsaw puzzles, board games, lawn games, etc. – which will evolve as patrons express their interests.

As previously reported, the second round of the NJ Construction Bond grant opened May 10th. The due date for submission is June 4th; the library is targeting submission several days before the due date. The library will submit a repair application at a substantial monetary reduction from the first application. Mr. Bintinger added based on the reviewers’ comments from the first application, submitting a smaller targeted repair project is a better approach for the second round. The repair application will focus on 3 of 14 criteria, addressing repair and barrier free portions of the original project. Funding will be requested for handicapped accessibility to the lobby bathrooms and the front entrance along with abatement of the ceilings and lighting. Only \$10,000,000 has been designated for repair projects out of the \$37,000,000 available for awards. The decision was made by the Executive Board, with advice from the Borough and the library’s and Borough’s architects, to scale back the grant request and focus on repairs needed.

Ms. Barry exited the meeting at 7:29 pm.

Mrs. Favreau and Mr. Bintinger requested the Board adopt the resolution, as previously distributed, to apply for grant funds.

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

“Resolved to apply for the Project grant entitled the New Jersey Library Construction Bond Act in the amount of \$1,827,948 for the repair purposes described in the application”

BUILDING & GROUNDS

Mr. Bintinger reviewed the previously distributed report noting the outdoor programming area is complete and ready for Summer Programming. A dead tree on nearby property is currently being examined for removal because it can tear down the power lines and adversely affect Rosenet.

PERSONNEL

Mr. Schessler advised the Personnel Committee and Mrs. Favreau reviewed the methodology used to establish salary ranges. Although the NJ Library Association (NJLA) publishes minimum salary ranges, maximum ranges are not identified. The Committee revised the salary scale structure and the language in the Personal Manual to establish salary ranges reflecting NJLA minimums plus a 30% range permitting the flexibility to recommend salaries based on experience, performance and the market.

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

“Resolved to approve the following language change in the Personnel Manual along with the corresponding changes to Appendix VI of the Manual reflecting these ranges:

The salary ranges will be the NJLA recommended minimum starting salary plus 30 percent.

An employee’s position in the range will be based on experience, performance and market conditions.

For positions where no market data is available, the Director shall establish a minimum by comparing the duties and responsibilities of the position to a comparable position where a minimum exists.”

Mr. Schessler requested approval of three part time Library Assistants for the Circulation/ILL Department.

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

“Resolved to approve the hire of the following part time Library Assistants for the Circulation/ILL Department:

William Geyer, Jr., effective May 6, 2021

Anthony Fevola, effective May 7, 2021

Karin Voliotis, effective May 13, 2021”

Mr. Schessler also requested approval to advertise and interview for a part time Library Assistant for the Youth Services Department. This position will fill the opening of a full time Library Assistant who retired. With the move of Youth Services Circulation to the Main Desk one part time position may be sufficient. The responsibilities of this position will be monitored for the possibility of future hires.

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

“Resolved to authorize advertising and interviewing for a Library Assistant part time for the Youth Services Department”

Mr. Haralampoudis exited the meeting at 7:43 pm.

TECHNOLOGY COMMITTEE

Mr. Luber reviewed his report advising staff and the new website developer, Renaissance, have begun working on the new design. In the interim, Allegiant will continue to maintain our current website on a month to month basis until the new website is up and running. The library received about 200 responses to the distributed survey mentioned at the last meeting.

Computer Sharp is scheduled to perform the annual Wi-Fi controller firmware upgrade on Monday, May 24th.

Mr. Daniher recommends keeping LogMeIn service so he can continue to work remotely on staff PCs from his desk and maintain social distancing.

SCHOOLS AND TEENS

Ms. Bessin stated schools are feeling a bit more normal. Elementary schools have been back to close to full day sessions. Library classes are being taught in the classrooms, so Media Center circulation remains low as it is by request only. The school newsletter will encourage use of the public library by the school community to get more material. With the reduced number of school librarians, the workload can be challenging. A full time school librarian is being hired next year at Central School. The schools will also advertise the library’s summer reading program in addition to their own. A video to advertise the library’s program will be presented at the schools. Similar to the library, schools have stopped quarantining material. Battle of the Books has been successful and continuation into future years is under consideration.

Ms. Barry rejoined the meeting at 7:47 pm.

A grant donation was received from the PTO to support a partial redesign of the Kings Road School media center to meet the needs of STEM as well as the library programs.

FMPL

Mrs. Favreau reported the Friends of the Madison Public Library are exploring ways to recognize donors and fundraise, such as Touch a Truck.
Minicourses continue to be well received and complimented on the virtual presentations.

MUF/MAIN

Nothing to report.

POLICY COMMITTEE

Nothing to report.

OLD BUSINESS

Mrs. Favreau reported she was contacted by the Eagle Scout advising the bench plaque is ready. A ribbon cutting ceremony will be scheduled.

NEW BUSINESS

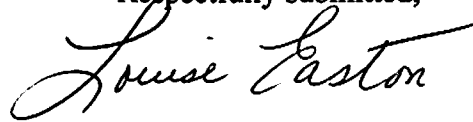
Nothing to report.

PUBLIC COMMENT

None

The meeting was adjourned at 7:51 PM.

Respectfully submitted,

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

Louise Easton
Secretary