

**FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON  
THURSDAY, December 9, 2021**

**7:30 PM**

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

Absent: Mayor Robert Conley

Guests: Corinne Bowen, Supervisor Circulation and ILL and Pam Hogan, Chair, Friends of the Madison Public Library ("FMPL")

Mr. Binting called the meeting to order at 7:38 PM. Ms. Easton announced that on December 14, 2020 in accordance with Public Law 1975, Chapter 231, approved October 21, 1975 and known as the "Open Public Meetings Act," proper notice of this meeting and all Library Board meetings for the year 2021 was posted and shall remain posted throughout the year on the official Library Bulletin Board. Notice was mailed also to the Madison Eagle, to the Daily Record, and hand delivered to the Borough Administrator. The meeting will be held in-person with the option of electronic participation. Members of the public who wish to participate may do so in-person in the library's Chase Auditorium or by joining the meeting via the Zoom link posted through all official channels on December 6, 2021.

The minutes of the November 11, 2021 Regular Meeting of the Board were presented for consent. Mr. Luber requested an amendment under the Treasurer's report regarding the Utility and Technology Appropriation. The minutes were accepted as distributed with the modification made by Mr. Luber.

Mr. Binting advised the library received approval of its grant submission under the second round of Construction Bond awards and thanked Mrs. Favreau for all of her efforts in submitting the applications for both rounds. Mrs. Favreau thanked everyone who helped with the grant and its success.

**TREASURER'S REPORT**

Mr. Luber presented the Treasurer's Report.

The December Bill List was reviewed. Prepayment of the 2022 M.A.I.N. Assessment; FMPL reimbursement of annual appeal donations misdirected to the library were noted; and estimates for the removal of two dead trees and repair of the HVAC motor for the Chase Room unit were noted.

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

**"Resolved to approve the December Bill List in the amount of \$99,186.28"**

Mr. Luber requested a motion to approve payment of any additional bills not to exceed \$5,000 beyond the Bill List since this meeting is early in the month and it is the last month of the year.

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

“Resolved to approve the payment of any additional December bills, the total not to exceed \$5,000 without specific authorization of the Board.”

The final December Bill List will be presented to the Board at the January 13, 2022 Meeting. As in previous months, the monthly check detail will be distributed to the Board.

Mr. Luber reviewed the library’s financial reports for the period ended November 30, 2020 and the projections for year-end.

Mr. Luber recommended transferring \$225,000 from Operating Surplus to Capital Reserves for the capital improvements fund at year-end. Mr. Binting added Operating Surplus is part of capital; however, Capital Reserves are restricted to support the library’s capital plan to renovate the library and is removed from any Transfer Calculation required by law. The amount recommended by Mr. Luber will increase the current \$675,000 to \$900,000 set aside for capital improvements after the transfer. In addition to these funds, the grant awarded by the state, contributions by the Borough, FMPL’s contribution and the Endowment will be used to pay for the renovation with a total cost of approximately \$2.9 million. The state grant requires payment of the bills before receiving grant funds. Mr. Luber requested a motion to restrict \$225,000 from Operating Surplus.

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

“Resolved to restrict \$225,000 from Operating Surplus to Capital Reserves for capital improvements.”

## **PRESIDENT’S REPORT**

Mr. Binting reviewed and requested approval of the 2022 M.A.I.N. Annual Membership Agreement.

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

“Resolved that the Library Board of Trustees:  
Confirms that the library meets the qualifications of membership set forth in the Bylaws of M.A.I.N.; and  
Agrees that the library shall renew its membership in M.A.I.N. effective January 1, 2022; and  
Agrees to release and hold harmless M.A.I.N. and its employees and contractors from any liability results from acts of the Member, other Members, and any third parties; and  
Agrees that the library shall abide by the Bylaws, policies, and procedures of M.A.I.N.”

Mr. Binting again thanked Mrs. Favreau for all of her work on the two grant submissions to the State Librarian under the Construction Bond Act.

## **DIRECTOR'S REPORT**

Mrs. Favreau reviewed her monthly report. Based on recent discussions with the architect, Anthony Iovino, Tom Binting and others we are targeting construction to begin fall 2022. Time is needed for designs to be produced by the architect, put plans out for bid and since construction will start with asbestos abatement, fall is most likely. The asbestos removal companies are committed to schools during school breaks. Meanwhile plans are underway to find a temporary location for the library for 4-6 months during the construction. The library would function with a limited collection, programs and Interlibrary Loan (ILL). Handicapped accessibility and dedicated parking would be preferred. Send location suggestions to Mrs. Favreau. Mr. Haralampoudis suggested the Borough Senior Center building, unused space in East Wing of Hartley Dodge, Giralda Farms Corporate Park and Realogy. The Diocese of Paterson was contacted for space at the former Bayley Ellard High School.

Physical circulation of digital and non-digital material remains strong. Non-digital circulation reached 80% of pre-pandemic circulation numbers, which is excellent. Programming attendance also remains strong. Going into December is typically a quiet time due to low attendance, a few holiday programs and activities are planned. Adult programs will remain virtual especially with the new COVID variant. Youth Services is surveying recurring family participants to determine their comfort level regarding indoor programs vs. outdoor or virtual programming for 5 year olds and under who are not eligible for a COVID vaccine. Parents of school age children seem to be comfortable with indoor programs. The Discovery collection is doing well.

Teen Advisory Board was launched in November with not much participation. Another attempt will be made in December. Laura Curry, Youth Services Librarian, will reach out to Ms. Bessin. Ms. Bessin mentioned the interested students she spoke to tend to be overscheduled and she is in discussions with those students.

Girl Scout troops are booking the Chase Room regularly. Meetings previously held in troop leaders' homes pre-COVID are now held in the Chase Room.

The Chase Room HVAC motor failure and resulting lower temperature in the room was discussed. Although the baseboard heat is working, it is insufficient. The motor was ordered and the HVAC company, Teknikon, anticipates repairing the unit within 2 weeks.

M.A.I.N. is moving from Cloud Library to Libby on 1/3/2022 for e-books, e-audiobooks, digital magazines and Kanopy. There will be minor patron inconvenience from 12/16/2021 when holds are no longer accepted, through 1/10/22 when migration of e-books will be completed. Libby is Kindle compatible. Mr. Haralampoudis questioned Press Reader. Mrs. Favreau advised Press Reader was not renewed by M.A.I.N.; however, a sub-group of M.A.I.N. libraries interested in renewing will share the cost of the service. Press Reader

provides digital magazines and newspaper access, including foreign language newspapers, which no other resource provides. Discussion was held.

The FMPL Book and DVD Sales in the library lobby is doing well since being reinstated in August. Museum Passes are circulating well. Two outdoor venues, the Brooklyn Botanical Garden and Storm King, were added.

## **BUILDING & GROUNDS COMMITTEE**

Mr. Binting reviewed the Buildings and Grounds Report.

## **PERSONNEL COMMITTEE**

Nothing to Report

## **TECHNOLOGY COMMITTEE**

Mr. Luber mentioned the original plan to use the Chase Room for library staff during construction resulted in deferring the technology upgrade of Chase Room audio/visual capabilities. If the planned relocation moves forward and the Chase Room remains unoccupied during construction, perhaps the decision to upgrade technology should be revisited. Mrs. Favreau mentioned Mr. Daniher, Library Technology Assistant, will be contacting Mr. Luber with several price quotes for equipment upgrades.

## **SCHOOLS AND TEENS**

Ms. Bessin mentioned the sophomore Book Club students interested in the Teen Advisory Group have been in discussions; however, nothing concrete has been decided. Eight grade students will be contacted on a targeted basis; an outside source email cannot be widely distributed to students.

## **FMPL**

Ms. Hogan reported the Annual Appeal letter was mailed to over 5,000 Madison households and regular donors in November. Donor response has been very good and on par with past years. Although a challenging year, the Friends expect to meet their gifting goals to the library without incurring a budget deficit.

The 2022 Gala originally planned for May 14 will probably move to May 21 due to the honoree's availability. Ms. Hogan would like to distribute a "Save the Date" email early in 2022 since the event has traditionally been held in March. FMPL is working with Y staff to coordinate a date for the Touch a Truck event. The dates under consideration are Saturday, July 30, August 6 or August 13, 2022.

Mrs. Hogan and all FMPL members send congratulations on receiving funding from the NJ Library Construction Bond.

Ms. Hogan asked if any Board member would like to be the FMPL liaison since the position is now vacant.

**MUF/M.A.I.N.**

Nothing to report.

**OLD BUSINESS**

Nothing to report.

**NEW BUSINESS**

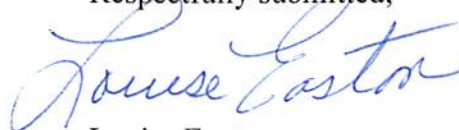
The library is closed on Christmas Eve, Christmas Day, New Year's Eve and New Year's Day.

**PUBLIC COMMENT**

Nothing to report.

The meeting adjourned at 8:30 PM.

Respectfully submitted,



Louise Easton  
Secretary