

**FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON
THURSDAY, February 10, 2022**

7:00 PM

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

Guests: Pam Hogan, Chair/President and Kathy Trombacco, Vice-Chair/Vice-President of the Friends of the Madison Public Library (FMPL) and Corinne Bowen, Supervisor Circulation and ILL

Mr. Binting called the meeting to order at 7:03 PM. Mrs. Favreau 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 February 11, 2022 in the library's Chase Auditorium will be held electronically only and will begin at 7:00 pm.

The minutes of the January 13, 2022 Regular Meeting of the Board were presented for consent and accepted as distributed.

PRESIDENT'S REPORT

Mr. Binting reviewed the previously distributed Resolutions, listed below that are required to receive funding under the Construction Bond Grant.

Upon motion of Mr. Binting and seconded by Mr. Schessler, the Board unanimously approved the following:

WHEREAS, the Board of Trustees of the Free Public Library of the Borough of Madison ("The Madison Public Library), 39 Keep Street, Madison, NJ 07940 is required to approve the Construction Project as submitted for funding through the New Jersey Library Construction Bond Act, Spring 2021 Cycle, and

WHEREAS, the Construction Project has been approved for funding of \$913,974 in Application 02-14-1401,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Madison Public Library approves the Construction Project as submitted for funding through the New Jersey Library Construction Bond Act

AND BE IT FURTHER RESOLVED that the Board of Trustees of the Madison Public Library approves and authorizes the execution and delivery of the Grant Agreement

for Application 02-14-1401, between the Free Public Library of the Borough of Madison and the New Jersey State Library.

Upon motion of Mr. Binting and seconded by Ms. McCarthy, the Board unanimously approved the following:

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Madison Public Library certifies that no part of the project will be used by any other agency

AND BE IT FURTHER RESOLVED that the Board of Trustees of the Madison Public Library certifies that the construction project will be solely for the use and purposes of the Free Public Library of the Borough of Madison.

Counsel for the library will review the Grant Agreement prior to signing.

TREASURER'S REPORT

Mr. Luber presented the Treasurer's Report.

Mr. Luber reviewed the February 2022 Bill List, noting several payments including the Envisionware payment covering this year's costs; the payment made in January was for 2021 and the bill estimate for Trane for replacement of a Chase Room rooftop unit.

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

“Resolved to approve the February Bill List in the amount of \$37,112.35”

Mr. Luber reviewed the Library's financial reports for the period ended January 31, 2022. The budgeted insurance expense from the Borough was charged entirely in January. Budget figures will be adjusted to reflect this arrangement (the entire amount in January) rather than prorated over the 12 months. Also, PERS and Technology Services budget figures will be reflected in the budget months when invoices are typically paid rather than spread over 12 months.

DIRECTOR'S REPORT

Mrs. Favreau reviewed her monthly report. In person use of the library, particularly after school hours, continues to trend upwards and is a welcome sight.

Repair and replacement of the motor for the Chase Room rooftop unit by Trane was discussed. This is the same unit that caused problems previously and was replaced several years ago. Mayor Conley questioned if there is a voltage issue with supply to that unit or a voltage protection issue; Mrs. Favreau will follow up with Teknikon or Trane.

Library staff and use of the building continue to follow Borough COVID protocols regarding masks, testing and quarantining. Mrs. Favreau thanked the staff, particularly the

part time employees for their flexibility and commitment which allowed the library to remain open while many staff members were out sick, quarantining or waiting for test results.

As mentioned at last month's meeting, the State grant was awarded to the library. Ray Codey, Borough Administrator and Jim Burnet, Borough Chief Financial Officer will review the grant and provide proof of the Borough's portion of the grant fund match. The Borough will pass resolutions required for the grant at their scheduled February 28th meeting. Locations continue to be investigated for temporary library services and operations during construction. Balancing rent against construction costs is a challenge. Trailers on the property were researched. At first glance, trailers appear to be economical, allow on-site presence, use of the Chase Room, library parking for patrons, and will not require moving our servers and routers.

Non-digital circulation continues to rebound from 2021 as well as Museum Passes. Digital circulation saw a drop due to the slow migration of material by Overdrive to Libby. Hoopla and Kanopy had an increase in new users possibly as a result and/or due to the new Aspen discovery feature added by MAIN which allows patrons to quickly find catalog material. Programs have mostly switched over to virtual because of the COVID omicron spike surprisingly without impacting attendance. Youth Services initiated a winter reading program and the annual Winterfest takes place this Saturday from 1 - 2:30 pm and includes an ice sculptor.

Other items of note include collection weeding by the librarians in anticipation of construction. Maintaining a lean collection will keep costs down for protecting or moving collections during the asbestos abatement portion of the construction. Deliveries from Baker & Taylor are delayed due to supply chain issues. The Teen Advisory Board is doing well; members are in consultation with FMPL to investigate opportunities to assist with the Touch a Truck event. The library's budget will be presented at the Borough Council Meeting on February 28, 2022.

BUILDING & GROUNDS COMMITTEE

Mr. Bintinger directed the Board to the Buildings and Grounds report distributed with the Board packet.

PERSONNEL COMMITTEE

Nothing to report.

TECHNOLOGY COMMITTEE

Mr. Luber reviewed the Technology Report. The Raspberry Pi microcomputer which manages the slide show of the monitor behind the circulation desk is corrupted. An old, unused, staff laptop was installed until a long-term solution is developed.

Phil Berg, Executive Director of MAIN will be at the library March 11th to assess possible support MAIN can provide to remote operations during our construction project. The Meraki router is serviced by MAIN and if relocation is necessary during remote operations MAIN may need to reconfigure the router.

SCHOOLS AND TEENS

Ms. Bessin did not have much to add from last month's report. She expressed her delight to hear the youth programming is going well and is pleased the Teen Advisory Board is receiving student participation. Ms. Bessin again expressed her gratitude for help gathering classic literature for student use. The School District policy is making masks optional beginning March 7th following the governor's announcement. She anticipates the library may be presented with patrons who think the mandate change extends to the library. Mrs. Favreau reiterated the library will continue to follow Borough policy as the building is Borough property. The library can provide masks to any patron who may think masks are optional at the library.

FMPL

Pam Hogan reminded everyone of the May 21, 2022 Annual Benefit, honoring Tom Bintinger and Touch a Truck in partnership with the Madison Y will take place on Saturday July 30, 2022. Several organizations, including the Madison Rotary, Madison Y and two youth groups, Interact Club and Teen Advisory Board received notification of the event. A sponsorship application was submitted to Investors Foundation. Ms. Hogan thanked Sylvia and Dave Luber for their very generous sponsorship for Touch a Truck, which sets an example for other sponsors.

Kathy Trombacco extended a warm welcome to Ms. McCarthy as the FMPL Trustee Liaison and noted an announcement appears on the FMPL website. She also provided an update of publicity for the aforementioned events as well as registration for three upcoming spring Minicourses. Mrs. Trombacco welcomed Sharon Streit as the new Communications Chair beginning on Monday, February 14th.

Mrs. Hogan reported FMPL is updating its 2022 Platinum level Guidestar Seal of Excellence. The seal is on the FMPL website and provides a direct link to the Guidestar site for information about FMPL.

MUF/MAIN

Nothing to report on MUF.

Mrs. Favreau reported results of a MAIN stakeholder survey are available and includes the services MAIN provides to the consortium. Anyone interested in receiving the results can contact her.

POLICY COMMITTEE

Nothing to report.

OLD BUSINESS

Nothing to report.

NEW BUSINESS

Nothing to report.

PUBLIC COMMENT

None

The meeting was adjourned 7:56 PM.

Respectfully submitted,

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

Louise Easton
Secretary