

**FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON
THURSDAY, January 13, 2022**

7:30 PM

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

Absent: Louise Easton, Mayor Robert Conley and Thomas Haralampoudis

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 7:35 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 January 13, 2022 in the library's Chase Auditorium will be held electronically only and will begin at 7:30 pm.

Mr. Binting administered the Oath of Office to continuing Board members David Luber and James Schessler and incoming Borough appointed Board member, JoAnne McCarthy each of whom had a Bible. Signed Oaths will be delivered to the Borough Clerk. Mr. Binting thanked Mr. Luber and Mr. Schessler for renewing their terms and welcomed Ms. McCarthy. Ms. McCarthy gave a brief overview of her prior employment history as a para-legal and volunteer work.

The minutes of the December 9, 2021 Regular Meeting of the Board were presented for consent. Ms. McCarthy suggested removing "close" in the sentence quoting the amount of renovation costs. The Board agreed and accepted the distributed minutes with this amendment.

Mr. Binting announced this is the Annual Reorganization Meeting of the Board and administration matters are required. Ms. Bartley proposed the 2022 slate of candidates for Officers. Hearing no additions or objections, Mr. Binting closed the nominations.

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

"Resolved to elect the following Officers"

President – Thomas Binting

Vice-President – James Schessler

Treasurer – David Luber
Secretary – Louise Easton

Mr. Binting reviewed the previously distributed proposed list of working Committee appointments. No additions, deletions or changes were made.

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

“Resolved to accept the working Committee appointments listed on the attached Board of Trustee Committee Appointments 2022”

Mr. Binting reviewed each of the following Annual Resolutions listed on the Board agenda and below, copies to be attached to the minutes.

#22-1 Designation of the Madison Eagle and the Daily Record as the official newspapers of the library

#22-2 Copying Fees to follow Borough Ordinances 36-2010 and 30-2011

#22-3 Public Participation at meetings

#22-4 Purchasing Award to Midwest Tape for 2022

#22-5 Purchasing Award to Baker & Taylor for 2022

#22-6 Designation of Provident Bank and signatories

#22-7 Officers Authorized to Transfer Securities

#22-8 Resolution for Professional Services from Wiley Malehorn Sirota & Raynes for legal services

#22-9 Resolution of Temporary Budget to operate for the first 90 days of the year at a rate of 26.25%, set by law, of 2021’s annual operating expenses excluding capital expenditures

#22-10 Resolution to appoint Nisivoccia LLP as Auditor

Upon motion of Mr. Binting and seconded by Ms. McCarthy the Board unanimously

“Resolved to adopt the aforementioned Annual Resolutions; copies to be attached to and form a part of these minutes.”

PRESIDENT’S REPORT

Mr. Binting read his Annual Report, summarizing the accomplishments and events of 2021 with comments for 2022. The continued challenges presented by the COVID pandemic in terms of services offered, modifications in operating hours, responding to pandemic changes from courtyard browsing to opening the library to indoor visits and programming were mentioned. Mr. Binting thanked staff for their continuing efforts. Circulation was very close to 2019 statistics. The success of a grant award in the second round of Construction Bond applications, changes in Personnel and the financial results of 2021 were also highlighted. Careful expense monitoring allowed the library to move funds in recent years to the capital improvement fund. The library will continue with its plan for remodeling the library funded by the library, the Endowment, the Borough, the state grant and a generous contribution from FMPL. The health crisis will continue to impact the

library's services and preparations for moving, looking for a temporary 4-6 month location for limited library services and construction will be the focus of 2022.

TREASURER'S REPORT

Mr. Luber presented the Treasurer's Report.

Mr. Luber reviewed the January 2022 Bill List, noting several payments including the quarterly NJ Edge payment. Mr. Luber mentioned one Bill Estimate should read Bibliotheca rather than Overdrive Libby as the vendor.

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

“Resolved to approve the January Bill List in the amount of \$39,166.75”

Mr. Luber reviewed the Library's financial reports for the year ended December 31, 2021. The final Bill List for December 2021 and additional bills paid was previously distributed; expenses were within the estimates approved at the December 2021 meeting. Net income for 2021 from operating and variable sources is reported at \$261,692.54. Expense categories which exceeded original budget allocations in the 390 and 391 budget were reviewed. Adjustments to shift budget funds from expense categories that were under budget to expenses with overruns was requested.

Mr. Luber requested a motion for the transfer of 2021 Personnel budget funds to 0200 Services to cover the increased expenses resulting from the payment of the 2022 MAIN assessment in 2021 and to 1212 Technology Equipment Maintenance in the 391 budget to cover maintenance costs associated with the back-up generator for Rosenet.

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

“Resolved to approve the transfer in the 2021 Library Budget of \$35,000 from Account 0100 Personnel to 0216 Technology Services and the transfer of \$5,000 from Account 0100 Personnel to 391/1212 Technology Equipment Maintenance”

DIRECTOR'S REPORT

Mrs. Favreau reviewed her monthly report. Although foot traffic has not reached pre-pandemic levels, indoor use after school hours due to tutoring continues to trend upwards.

Non-digital circulation is almost back to pre-pandemic, 2019, figures. Digital circulation remains strong and has not dwindled from its pandemic height. This service will support patrons during construction.

The MAIN transition to Libby from Cloud Library for e-books is not going as smoothly as anticipated. Overdrive is struggling to upload all content promised by 1/10/2022. Currently there is a reduced amount of material available but that will improve over time.

With the increase in COVID cases, notary services have been suspended, pre-school in person programs have converted to virtual only and we are receiving cancelations of Chase Room usage by outside organizations. Adult programs continue to be held virtually and programs for school age children remain in person as parents have indicated this is their preference. In person programs will continue to be evaluated.

The Borough's latest COVID protocols were included in the Board packet. Supervisors now have the responsibility of testing employees who tested positive for COVID before returning to work and all exempt employees who must be tested twice a week. Any employee quarantining due to exposure must get tested 5 days after exposure and cannot return to work without a negative test. Staff is currently very lean due to COVID illness, quarantining due to exposure or awaiting negative test results. Staff has been incredibly flexible and accommodating but there may be days when hours need to be scaled back due to lack of staff.

The official grant announcement from the State Librarian was received today. Paperwork will arrive shortly and proof of the grant match will be required. All costs from the date of submission to the state legislature, 11/19/21, will be eligible for reimbursement under the grant. This will include the architect's expenses. As Mr. Binting mentioned we are looking to relocate temporarily and are viewing several alternatives. Rent and accessibility will be the determining factors. Interlibrary loan will be a major service during construction requiring ground floor access. Parking is also a consideration.

BUILDING & GROUNDS COMMITTEE

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

PERSONNEL COMMITTEE

Mr. Schessler reported salary increase letters were distributed to employees on January 4th based on the budget approved at the December Board Meeting. Increases will be reflected in the January 15th pay.

Performance evaluations will be completed in the first quarter of 2022 since it's been a while since prior evaluations were done. Existing evaluation forms will be used as the new forms are still a work in progress.

TECHNOLOGY COMMITTEE

Mr. Luber reviewed the Technology Report. At the December Committee meeting, plans to purchase the 5 PC's in 2022 were put on hold until 2023 due to COVID and upcoming construction. Funds may be diverted to upgrade Chase Room AV equipment for hybrid events. Mr. Daniher, Technology Library Assistant, received a second quote which is twice the cost of the first quote.

The UPS unit in the Periodicals Storage Room is fully installed and operational. This unit provides a time window to monitor and safely close down equipment in a power outage.

Computer Sharp updated the Wi-Fi Controller which will require updating again in the spring. Computer Sharp will also support the library if moving the server is necessary. Technology equipment and needs affected by a move are currently being analyzed.

SCHOOLS AND TEENS

Ms. Bessin will integrate the school's Overdrive platform with Libby. Digital circulation increases when the school is closed on weekends and for vacations, so access to the public library's digital material will provide students with additional resource options.

The high school is trying to establish a self-checkout station; one exists at the middle school. Several students have joined the Teen Advisory Committee. Ms. Bessin will encourage students at tomorrow's high school book club meeting to reach out to the library to obtain information.

Ms. Bessin thanked Ms. Bowen for assisting with gathering classic literature donated to the library for school pick up and eventual student use.

FMPL

Pam Hogan introduced Kathy Trombacco, a longtime member of FMPL and current Vice-Chair and Vice-President. Ms. Hogan presented the 2021 FMPL Annual Report, copy attached to the minutes and thanked Mr. Bintinger for attending the meeting providing a trustees' recap of activities. Fundraising efforts include Minicourses' net proceeds of \$28,000, a \$1,500 Rotary Grant for a Museum of Modern Art pass, a \$1,000 Investors grant for electronic subscriptions, a bequest from Sue Idelman and a successful Annual Appeal totaling \$39,000 to date.

Events planned for 2022 include the May 21, 2022 Gala, honoring Tom Bintinger and Touch a Truck in partnership with the Y, scheduled for Saturday July 30, 2022. This year marks the 30th anniversary of Minicourses. Winter course registration is at an all-time high.

The Board thanked FMPL for their continued support and the dedication of its volunteers.

Ms. Hogan mentioned the open trustee library liaison position. Ms. McCarthy volunteered.

MUF/MAIN

Nothing to report on MUF.

MAIN launched the Aspen Discovery layer to the catalog which powers the search function and improves patron navigation through the catalog.

MAIN, a 501(c)(3) entity, also embarked on a long rang strategic plan to re-brand itself, to develop marketing and solicit funding from corporations and other non-profit organizations. Part of the goal is to supplement income with an additional revenue stream to be less reliant on member assessments.

POLICY COMMITTEE

Nothing to report.

OLD BUSINESS

Nothing to report.

NEW BUSINESS

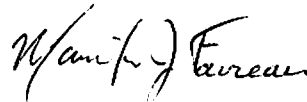
Nothing to report.

PUBLIC COMMENT

None

The meeting was adjourned 8:45 PM.

Respectfully submitted,

A handwritten signature in cursive script that reads "Marilyn Favreau".

Marilyn Favreau
Pro Tem Secretary