

**FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON
THURSDAY November 11, 2021**

7:00 PM

Present: Thomas Binting, President, James Schessler, David Luber, Louise Easton, Mayor Robert Conley, Kate Bartley, Karen Bessin, School Representative; Marilyn Favreau, Library Director, Mary Fevola, Finance and Administration Manager and Pam Hogan, Chair of the Friends of the Madison Public Library (FMPL)

Absent: Thomas Haralampoudis and Rachel K. Barry

Guests: Corinne Bowen, Supervisor Circulation and ILL

Mr. Binting called the meeting to order at 7:03 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 November 11, 2021 in the library's Chase Auditorium will be held electronically only and will begin at 7:00 pm.

The minutes of the October 14, 2021 Regular Meeting of the Board were presented for consent and accepted as distributed.

Mr. Binting advised of a change in the agenda order, advancing the Personnel Committee.

PERSONNEL COMMITTEE

Mr. Schessler advised the Personnel Committee met to discuss staff increases for 2022. The library follows the Borough's guidelines and New Jersey Library Association recommendations to determine salaries. The Personnel Committee is recommending 2% increases in the proposed 2022 Budget to be presented later in the meeting. Salary ranges worked on last year remain unchanged and will be reviewed again in 2022.

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

“Resolved to approve the overall salary expense as reflected in the proposed 2022 Budget”

TREASURER'S REPORT

Mr. Luber presented the Treasurer's Report.

The Bill List for November 2021 was reviewed.

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

“Resolved to approve the November Bill List in the amount of \$32,367.39”

The library's financial reports for the period ended October 31, 2021 were reviewed. The 2022 MAIN assessment will be paid in 2021. The expense was not budgeted; however, current results allow for payment of this annual expense.

Mr. Luber reviewed the proposed 2022 library budget noting the Borough Administration has recommended continuing the Utility and Technology Appropriations in 2022 – subject to Council approval. The 2022 tax appropriation increased approximately \$13,500 compared to 2021 but is still lower than the 2020 appropriation and the Endowment will increase its contribution to the library by \$15,000. Expense items of note included salary expense reduction due to less hours in part time staff; insurance costs charged to the library by the Borough for the first time, as was anticipated from last year's discussion with the Borough; and the 2023 MAIN assessment that has been budgeted for payment in 2022.

The library will provisionally operate on the 2022 budget. Final approval is dependent on the Borough's budget approval by the State of New Jersey, expected to be received in March/April 2022. NJ State law permits the library to operate at a percentage of last year's audited expenses until the Borough budget receives state approval.

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

“Resolved to approve the preliminary 2022 Budget on an interim basis”

Ms. Hogan advised FMPL will again be gifting a total of \$40,000 to the library to be distributed in equal quarterly payments and an additional \$7,000 for museum passes in 2022.

PRESIDENT'S REPORT

Mr. Binting presented and requested approval of the 2022 Board of Trustees Meeting Schedule and the Library Closure Dates for 2022.

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

“Resolved to approve the 2022 Board Meeting Schedule”

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

“Resolved to approve the 2022 Library Closure Dates”

The list of Board Meetings will be advertised in the Daily Record and Madison Eagle as required by law as well as distributed to the Borough Administrator and Borough Clerk.

Mr. Binting advised the Board of the acceptance of Rachel Barry’s resignation as a Trustee. Current job commitments have made Ms. Barry’s attendance at meetings impossible. The Mayor will be working with the Board to find a replacement.

DIRECTOR’S REPORT

Mrs. Favreau reviewed her monthly report and noted the following.

Circulation of digital material is still strong, non-digital circulation has grown, only a 20% decrease from 2019 figures is reported. The Discovery Collection is doing well. Patron collection wish items are being gathered and circulation frequency of items is being monitored, particularly since this is a new collection.

Traffic has increased; 261 people entered the building yesterday compared to 420 at the same time pre-pandemic. We’re seeing tutors with students, people reading newspapers and patrons beginning to linger again inside the building. Programs and outreach are strong. We have stopped attending the farmer’s market since at this time of year it’s not productive for us to be there. Adult Services’ staff is accommodating Sunrise Senior Living’s request for in person visits. Youth Services’ staff is working with Ms. Bessin on in-school visits and the Teen Advisory Board which has been reinstated. Guidelines of other libraries and the New Jersey Library Association were used to develop the initiative. The group will assist in the planning and promotion of teen library programs and events, updating the teen area through art and book displays, planning volunteer opportunities and brainstorming new youth activities and services. Target audience is 8-12 graders. Craft kits continue to be popular. Chase Room activity is picking up, particularly with scheduling by the Girl Scouts. Some of the repeat organizations with scheduled meetings have cancelled as the date approaches.

Ms. Bessin added she will target the Teen Advisory invitation to a newly formed student initiated book club comprised of students in 9-10 grade, noting that a personal invite may work better than wide distribution.

BUILDING & GROUNDS

Mr. Binting reviewed the previously distributed report, noting the number of lights requiring replacement in the adult section; this will be resolved after construction based on the new lighting design. Response is pending from the Borough Arborist who was

contacted to sign off on the removal of the large oak tree struck by lightning several months ago.

TECHNOLOGY COMMITTEE

Mr. Luber reported the library purchased an additional Uninterruptible Power Source (UPS) unit for battery back-up and surge protection of the Periodical Room network equipment. The UPS will provide approximately 30-60 minutes of power backup allowing for the proper shut down of equipment thereby preventing damage. An Owl Webcam device was ordered to assist in holding hybrid small virtual meetings.

The 40 Microsoft Office perpetual licenses mentioned at the last meeting were delivered through TechSoup and resulted in a savings of approximately \$20,000.

The second of our two annual Wi-Fi firmware upgrades will take place on Tuesday, November 16th. Mr. Daniher will ask Computer Sharp for suggestions for providing internet access to a trailer in the parking lot should one be needed during construction closure.

Mayor Conley exited the meeting.

SCHOOLS AND TEENS

Ms. Bessin reported the schools continue to team with the library on getting library cards to students and noted the public library is an important resource for Junior School students who rarely have access to the school library because it is being used as a classroom. Carts are filled daily and books are transported to the students so there is little opportunity to browse in the school library except after school.

Ms. Bessin is working with Ms. Bowen to expand to patrons of the library a High school drive for classic books in hopes of getting more hard copies of classic literature into the hands of AP students required to read a lengthy list of books.

The schools continue to rely on library books and DVD material for teaching and for teachers taking graduate level courses. Also noted was a recent system put in place for returning library material to the appropriate library.

FMPL

Ms. Hogan advised the FMPL is recruiting for open positions. Discussion was held regarding ways the library can assist in advertising, such as posting a page on the television screen behind the Circulation desk.

FMPL Annual Appeal letters will be mailed this week. FMPL will use National Giving Tuesday on November 30th to reach out to long term donors via email to highlight the appeal letter and encourage generosity. The 2022 gifts, mentioned earlier in the meeting,

to meet the library's needs are funded by the Annual Appeal, Minicourses and next year, the reinstatement of Touch a Truck.

Mr. Binting inquired when Minicourses will move back to in person. Ms. Hogan advised the surveys conducted at the end of each Minicourse session have resulted in Zoom being the overwhelming preference of delivery. Many members of the audience are from out of town, so Zoom is more convenient.

MUF/MAIN

Mrs. Favreau advised the MAIN Membership & Board meetings approved a switch from Cloud Library to Overdrive through the Libby application. The Digitech Committee decided Overdrive will provide much better service and interface with Kindle users. The Kanopy platform was also acquired by Overdrive. Ms. Bessin added the Overdrive switch will dovetail nicely with the schools who use the platform. Offerings to students can be increased and there may be an opportunity for linking the two organizations on Overdrive.

POLICY COMMITTEE

Nothing to report.

OLD BUSINESS

Nothing to report.

NEW BUSINESS

Nothing to report.

PUBLIC COMMENT

None

The meeting was adjourned at 8:00 PM.

Respectfully submitted,



Louise Easton
Secretary