

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

7:30 PM

Present: James Schessler, David Luber, 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: Kathy Trombacco, Vice-Chair/Vice-President of the Friends of the Madison Public Library (FMPL) and Corinne Bowen, Supervisor Circulation and ILL

Absent: Thomas Bintinger, President

Mr. Schessler called the meeting to order at 7:32 PM. Ms. Easton announced that on November 18, 2021 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 2022 was posted and shall remain posted throughout the year on the official Library Bulletin Board. Notice was also mailed to the Madison Eagle, to the Daily Record, and hand delivered to the Borough Administrator. Members of the public who wish to participate in the meeting may do so in-person at the library's Chase Auditorium beginning at 7:30pm with the option of electronic participation using the published Zoom link.

The minutes of the February 10, 2022 Regular Meeting of the Board were presented for consent and accepted as distributed.

PRESIDENT'S REPORT

Mr. Schessler advised subsequent to last month's Board meeting approving resolutions to authorize the execution of the Grant Agreement, the State Library issued language to be adopted by library Boards. As a result, attached Resolution 22-13 was presented to replace last month's approved Resolution 22-11.

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

"Resolved to approve Resolution 22-13 Approving the Construction Project and Approving and Authorizing the Execution of the Grant Agreement – Application 02-14-1401"

A copy of Resolution 22-13 is attached to and forms a part of these minutes.

A joint meeting was held with Sustainable Madison representatives and Borough officials regarding the library's upcoming construction project. Environmental recommendations included HVAC and roof insulation improvements which could not be advanced as they are

outside the scope of the approved grant project; LED lighting, already built into our construction plan; and roof solar panels. The Borough is funding the new roof and authorized Greenhouse Solar to investigate solar panel installation. The concept of a green roof had also been proposed; unfortunately, installation is structurally impossible due to weight limitations of the roof.

A series of educational lectures by the Madison Alliance for Racial Equity to raise public awareness of public policies resulting in racial inequities in NJ was presented. The Borough is supportive of the series and the subject matter. After evaluating the first webinar, co-sponsored by the Historical Society, the library has agreed to co-sponsor the remaining informational three lectures. Mrs. Favreau advised the library is not in a position of advocacy and these lectures, presented by scholars, are historical in nature. A recent Madison Eagle article provides an informative overview of the series.

TREASURER'S REPORT

Mr. Luber presented the Treasurer's Report.

Mr. Luber reviewed the March 2022 Bill List. Mention was made of recent costs associated with failing rooftop HVAC units and cancellation of the movie license which cannot be cost justified.

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

“Resolved to approve the March Bill List in the amount of \$30,438.22”

Mr. Luber reviewed the Library's financial reports for the period ended February 28, 2022. Year to date expenses for HVAC equipment maintenance are close to exceeding the annual budget for this expense and may result in reallocation of budget amounts from other expenses. Mayor Conley reiterated the HVAC unit recommendations mentioned during the Sustainable Madison meeting were not advanced due to the parameters of the construction grant but would be replaced as their useful life ends.

DIRECTOR'S REPORT

Mrs. Favreau reviewed her monthly report. In-person library use continues to grow, particularly after school. Program attendance remains strong with Adult programs continuing on Zoom; school age programs mostly in person and preschool programs held mostly virtual with the exception of one in-person Friday program.

Full regular staffing returned after the Omicron COVID surge ended. As of March 7th the Borough lifted the mask mandate for employees and visitors in all Borough buildings and discontinued the testing requirement for unvaccinated employees. The library follows the Borough's guidance and also discontinued the daily completion of a health questionnaire. Signs are posted encouraging patrons to continue to wear masks especially around young children. For now, Plexiglas will remain at the service desks due to possible breakage in

dismantling and the impossibility of storing. A Borough travel advisory was issued this afternoon and will be sent to staff tomorrow.

The Project Due Diligence and Tax Questionnaire were submitted for the Construction Bond Grant after legal review by respective counsels for the library and the Borough. April 12th is the deadline for submission of proof of funding and supporting resolutions from the library and Borough. The architect's proposal to develop plans for the construction project were sent to counsel for review. Since the construction project is greater than the grant award, the contract must clearly reflect the costs covered by the grant and the portion the library is paying for outside of the grant.

Final decision regarding the library's temporary location during construction has not been made. Quotes for possible locations and technology needs depending on offsite locations or onsite trailers are expected. A meeting will take place tomorrow with the Director of MAIN to discuss technology options regarding on site and off site relocation.

Circulation of physical material is about 20% below pre-pandemic statistics. Hoopla and Kanopy had an increase in usage due to the new Aspen discovery feature added by MAIN allowing patrons to quickly find catalog material. In the first 2 months of the year, 100 new patrons were added. Plans for Summer Reading are underway.

The State Library will hold a joint director and trustee Check-in webinar on 3/22/22 at 7 pm regarding intellectual challenges to library materials. Anyone interested in attending should contact Mrs. Favreau.

BUILDING & GROUNDS COMMITTEE

Mr. Schessler directed the Board to the Buildings and Grounds report distributed with the Board packet. Due to several recent car accidents near the swale, Bruce Heesemann, Maintenance Supervisor, proposed a possible plan to replace the split rail fence guarding the swale and will obtain price quotes. Mayor Conley recommended contacting DEP.

PERSONNEL COMMITTEE

Mr. Schessler reported Staff Performance Evaluations will be distributed and are scheduled to be returned to supervisors by March 24, 2022.

TECHNOLOGY COMMITTEE

Mr. Luber reviewed the Technology Report. In anticipation of the March 11th visit to the library by Phil Berg, Director of MAIN, the Committee met to discuss networking and computer needs during construction. Moving the server and/or the Meraki router or possible Meraki VPN capability in lieu of moving equipment will be discussed as well as determining MAIN's involvement. Remote operations for two possible scenarios, an offsite location or onsite trailers were discussed. Emergency access to the network room which

houses the Rosenet hub will need to be maintained; Jim Sanderson at the Borough will be contacted.

Wi-Fi usage at the library has picked up slightly since last month; however, numbers are still below 50% of pre-pandemic statistics. Tuesday and Wednesday remain the popular Wi-Fi usage days.

SCHOOLS AND TEENS

Ms. Bessin reported progress was made integrating the library's Libby app and the school's Sora app, both from Overdrive. School library books continue to be returned to the library and Ms. Bessin is unsure why this confusion has occurred since the pandemic.

FMPL

Kathy Trombacco invited everyone to the May 21, 2022 Annual Benefit, honoring Tom Bintinger for his 18 years of service on the Library Board. Invitations will be sent soon.

MUF/MAIN

Nothing to report.

POLICY COMMITTEE

Nothing to report.

OLD BUSINESS

Nothing to report.

NEW BUSINESS

Nothing to report.

PUBLIC COMMENT

None

The meeting was adjourned 7:23 PM.

Respectfully submitted,



Louise Easton
Secretary

Madison Public Library

Resolution #22 – 13

**RESOLUTION APPROVING THE CONSTRUCTION PROJECT AND
APPROVING AND AUTHORIZING THE EXECUTION OF THE GRANT
AGREEMENT– APPLICATION 02-14-1401**

WHEREAS, the Free Public Library of the Borough of Madison (the “Library”) is a free public library established under Title 40 of the New Jersey Statutes; and

WHEREAS, the New Jersey State Legislature approved an appropriation in the amount of \$913,974 (“Grant Amount”), which Grant Amount is funded by tax-exempt general obligation bonds issued by the State of New Jersey (the “State”); and

WHEREAS, the only purpose for the Grant Amount is to finance eligible expenses of a library construction project, as defined under the New Jersey Library Construction Bond Act (the “Bond Act”) and the regulations implementing the Bond Act. (L. 2017, c. 149 and N.J.A.C. 15:24 -1.1 thru – 6.1); and

WHEREAS, this Board’s only intended purpose for the Grant Amount is to provide funding for the eligible expenses of the Library’s construction project for which the Grant Amount was approved by the State Legislature (the “Project”); and

WHEREAS, in order to receive the Grant Amount for the Project, this Board is required to pass a resolution approving the Project; and

WHEREAS, in order to receive the Grant Amount for the Project, this Board is further required to enter into a grant agreement with the New Jersey State Librarian (the “Grant Agreement”); and

WHEREAS, pursuant to the Resolution of the Borough Council of the Borough of Madison dated February 14, 2022, this Board is authorized to execute and deliver the Grant Agreement; and

WHEREAS, this Board wishes to approve the Project and authorize the execution and delivery of the Grant Agreement.