

**FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON
THURSDAY, May 12, 2022**

7:30 PM

Present: James Schessler, David Luber, Louise Easton (telephonically), Kate Bartley (telephonically), JoAnne McCarthy, Karen Bessin, School Representative, Marilyn Favreau, Library Director and Mary Fevola, Finance and Administration Manager

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

Absent: Thomas Binting, President, Thomas Haralampoudis and Mayor Robert Conley

Mr. Schessler called the meeting to order at 7:30 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. On May 6, 2022, proper notice was further posted and mailed, notifying members of the public the meeting scheduled for May 12, 2022 will be held in person at the library's Chase Auditorium with the option of electronic participation using the published Zoom link.

The minutes of the April 13, 2022 Regular Meeting of the Board were presented for consent.

Upon motion of Ms. McCarthy and seconded by Ms. Easton the Board unanimously approved the minutes as distributed.

PRESIDENT'S REPORT

Mr. Schessler presented the President's Report in Mr. Binting's absence. The Executive Committee and architect came to an agreement on the architect's professional services contract for the construction project. The contract was subsequently reviewed by the library's attorney and will be sent to the Borough for comment before execution.

TREASURER'S REPORT

Mr. Luber reviewed the May 2022 Bill List. Mention was made of payments to: R&J Control for maintenance of the generator for Rosenet; Wiley Malehorn Sirota & Raynes for review of the architect's professional services contract and Teknikon's estimate for a part and labor to repair a rooftop HVAC unit.

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

“Resolved to approve the May Bill List in the amount of \$27,451.58”

Mr. Luber reviewed the Library’s financial reports for the period ended April 30, 2022.

Mr. Schessler requested the Board approve the 2022 budget as final. Mr. Luber advised the Borough of Madison adopted their final budget which allows the Board of Trustees to give final approval of the library’s 2022 budget originally approved on an interim basis by the Board in November 2021.

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

“Resolved to approve the budget for 2022 as listed on the Profit and Loss Statement for the period January through December 2022”

DIRECTOR’S REPORT

Mrs. Favreau reviewed her monthly report. As mentioned in the past, Adult Programs continue on Zoom and warmer weather has brought Youth Services Programs outside. Although foot traffic continues to increase, pre-pandemic statistics were 50% higher.

Other items of note include:

- Since Easter there have been 4 staff members with COVID. As a result, staff training was cancelled and schedules were changed to ensure coverage. Staff are wearing masks again.
- There are no updates from the State Librarian for the construction grant
- As mentioned earlier, the architect’s professional services contract was reviewed with the Executive Board and attorney. As of early today, the contract is with the Borough for review.
- Circulation for non-digital material is up 28% over last year, but 20% below pre-pandemic statistics
- Libby, MAIN’s replacement for Cloud Library, is not as popular as Cloud Library. Single borrows or “cost per circ” is more expensive. Although total expenses are similar to Cloud Library, the selection is not as good resulting in slightly less use for the same cost
- Digital circulation continues to grow
- Museum Passes are popular
- Auto renewal was increased to 2 auto renews to conform to other MAIN libraries
- Notary services are very much appreciated by patrons particularly since the library is open on the weekend
- Circulation Department contributed to the Community classics for the schools
- Chase Room is steadily increasing
- Craft kits receive tremendous support; a tiny art show kit is next
- Outreach resumed with visits to Sunrise by Adult Services staff and the Farmer’s Market every other week
- Summer Reading will launch on June 21st

- The annual Utility Bill insert will feature Summer Reading on one side and the FMPL's Touch-A-Truck on the other side
- The Borough delivered bid documents for the roof 2 days ago. A "roof walk" is scheduled on June 9th for potential contractors and opening of the bids is scheduled for June 23rd

Mrs. Favreau requested the Board approve an early closure of the library for FMPL's Annual Benefit on Saturday, May 21, 2022.

Upon motion of Ms. McCarthy and seconded by Ms. Bessin it was unanimously

"Resolved to close the library at 4 pm on Saturday, May 21, 2022 for the Friends' Annual Benefit."

BUILDING & GROUNDS COMMITTEE

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

Mrs. Favreau noted the outdoor work for the Friends' Annual Benefit.

PERSONNEL COMMITTEE

Mr. Schessler reported the cancellation of the May Staff Training Day due to a number of employee COVID infections. The high COVID infection rate in Madison warrants a change in training plans; staff will view the training video separately on line with a follow up discussion held at the June Staff Meeting. The safety portion of training will be done later in the year.

POLICY COMMITTEE

Ms. Bartley reported on the first meeting of the newly formed Policy Committee. A format for policies was agreed upon. The first policy distributed to the Board, the Collection Development Policy, was reviewed by staff and the Committee. The next policy to be reviewed will be either the program or internet policy.

The goal is to review one policy a month. The Committee will rely on Mrs. Favreau and staff for input. The review of current policies may require stale policies to be brought to the Board's attention for retirement.

Upon motion of Mr. Luber and seconded by Ms. Easton it was unanimously

"Resolved to approve Collection Development Policy and Material Reconsideration Form"

TECHNOLOGY COMMITTEE

Mr. Luber presented the Technology Report. The Committee met on April 12th to discuss Mr. Daniher's technology findings for potential construction relocation to Bayley Ellard. Plans were discussed with Mary Lennon, Director of Technology for the Diocese of Paterson. The library will be responsible for installing its own wireless network.

Ryan McCloskey of Computer Sharp was contacted regarding the purchase of Wireless Access Points (WAPs) at the location. There is a shortage of WAPs and although Computer Sharp has several in stock, other clients may purchase those prior to the library's work order. WAPs purchased during construction will be used after construction at the library due to the addition of new walls and the planned use of the periodicals room. Mr. McCloskey will perform a site-survey of Bayley Ellard to determine the number of WAPs needed.

The library will also be required to install its network equipment – router, switches and server – in a dedicated rack. Glenn Enoch of Maple Rock Communications will need to mount the equipment. Diocese staff will be present for the installation.

Mr. Daniher spoke to Chief DeRosa regarding phone service who suggested purchasing temporary cell phones and forwarding library calls to those phones. Mr. Daniher and Chief DeRosa will meet with Tom Zeukas of IPG Telecom to discuss possible alternatives.

SCHOOLS AND TEENS

Ms. Bessin reported the book donations of Classic Literature which started last fall and was previously reported, has been very successful. Students have taken books to add to their own collections. The schools are now planning to collect lightly used test prep material to have available for students to take and use.

The Kings Road School library redesign, supported by the PTO, will be opening in the next month or so. Ms. McCarthy asked if there are any district wide plans to invite the general public to tour the schools giving taxpayers the opportunity to support the schools after their children have graduated. Ms. Bessin was supportive of the suggestion particularly since the district is considering referendums. Tours will help taxpayers see the bigger picture rather than the small snapshots of various projects.

Ms. Bessin would like to submit the library's Collection Development Policy to the school district to use as an example for development of their policy. The Board gave its support.

FMPL

Pam Hogan reported the most recent guest count for the 2022 Annual Benefit honoring Tom Bintinger is 139. The Benefit will be held at the library on Saturday, May 21, 2022 starting at 5:30 pm in the courtyard. Inclement weather will move the event indoors. Large donations have been received from organizations and individuals. Both attendance and

donations are in line with pre-pandemic numbers.

Touch-A-Truck is scheduled for July 30, 2022. A \$1,500 sponsorship was received from the Madison Rotary and to date \$4,500 in sponsorships have been received. The 60 plus letters sent to local businesses sent last week were met with positive responses. Flyers will be sent out through the school system and volunteers are being recruited from various organizations and the high school.

MUF/MAIN

Nothing to report for MUF.

Mrs. Favreau directed the Board to MAIN's flyer enumerating the annual return on investment and value received from being a member of a consortium.

OLD BUSINESS

Nothing to report.

NEW BUSINESS

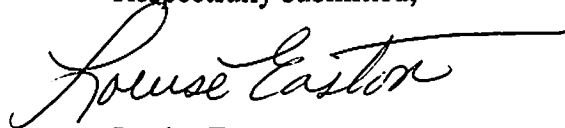
Nothing to report.

PUBLIC COMMENT

None

The meeting was adjourned 8:22 PM.

Respectfully submitted,

A handwritten signature in cursive script that reads "Louise Easton". The signature is written in black ink and has a long, sweeping horizontal line extending to the right.

Louise Easton
Secretary