

FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON
THURSDAY, November 10, 2022
7:30 PM

Present: Thomas Binting, President, James Schessler, David Luber, Kate Bartley, Mayor Robert Conley, JoAnne McCarthy (Zoom), Marilyn Favreau, Library Director and Mary Fevola, Finance and Administration Manager

Guests: Corinne Bowen, Supervisor Circulation and ILL (Zoom), Pam Hogan, Chair/President of the Friends of the Madison Public Library (FMPL) and Joe Riopel, member of the public (Zoom)

Absent: Louise Easton, Thomas Haralampoudis, Karen Bessin, School Representative

Mr. Binting called the meeting to order at 7:34 PM. Mrs. Favreau 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 November 4, 2022, proper notice was further posted and mailed, notifying the public that the meeting of the Library Board of Trustees scheduled for November 10, 2022 in the library's Chase Auditorium will be held in-person, with the option of electronic participation, beginning at 7:30 pm. Members of the public who wish to participate in the meeting may do so in-person or by joining the meeting using the published Zoom link.

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

TREASURER'S REPORT

Mr. Luber reviewed the November 2022 Bill List.

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

"Resolved to approve the November Bill List in the amount of \$46,232.09"

Mr. Luber reviewed the Library's financial reports for the period ended October 31, 2022.

Mr. Luber recommended transferring \$100,000 from Operating Surplus to Capital Reserves for the capital improvements fund.

Upon motion of Ms. Bartley and seconded by Mayor Conley the Board unanimously

"Resolved to transfer \$100,000 from the library's Operating Fund to the Capital Improvements Fund."

The 2023 Budget will be submitted for Board approval at December's meeting and will reflect state health benefit insurance recently approved by the Borough.

PRESIDENT'S REPORT

Mr. Binting advised the Borough will be handling the bid process and payment of invoices for the upcoming construction project and requires assurance of the availability of funds for the project.

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

“Resolved to designate \$1,000,000 from the Provident Bank Account for use by the Borough of Madison for the Library's Construction Project”

The grant initially pays 25% of the award in advance, with the remainder of funds reimbursed to the library after expenses have been paid, as a result of this reimbursement process approval of Resolution 2022-14, stated below, was requested which details the terms for the payment of expenses with the Borough and grant reimbursement for construction.

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

“Approved Resolution 2022-14 which states:

Whereas the Free Public Library of the Borough of Madison, hereinafter referred to as the Library, wishes to renovate building and initial cost estimates for the project including soft costs and construction costs which are \$2,594,000, and

Whereas the Borough of Madison, hereinafter referred to as the Borough, has previously appropriated \$457,000 from General Capital to support said project, and

Whereas the Library has received a grant award of \$914,000 from the New Jersey State Library to help support that project, and

Whereas the Library and Borough have agreed that the Borough Purchasing Department will manage the bid process, with the Library making the final determination on the scope of the contract and accepted bid alternates, if any, and

Whereas the Library and Borough have agreed that the Borough will be the contracting entity that enters into an agreement with the winning bidder, and

Whereas the Library Architect and Library Board will work with the Borough Engineer and Borough Accounts Payable Department to determine the timing and amount of payments made to the Contractor.

Now, therefore, be it resolved, that the Library agrees to promptly pay to the Borough and the Borough will in turn pay to the contractor any amounts including change orders, soft costs and hard construction costs that are above the \$457,000 appropriated by the Borough and the \$914,000 in grant funds, and

Be it further resolved that the in return for paying the contractor and/or architect \$914,000 in progress payments, the Library will promptly submit documentation to the State Library for reimbursement and the Library will then promptly pay the Borough said grants funds when they are received from the State Library.”

DIRECTOR'S REPORT

Mrs. Favreau reviewed her monthly report. Circulation is strengthening; both digital and non-digital are doing well. Physical circulation is 20% higher than last year and trailing only 14% below pre-pandemic statistics. Adult Services and Youth Services programs continue to have good attendance. Outreach to the local schools, universities and presence at the Farmers Market continue. In person craft classes resumed to enthusiastic patrons.

Ms. Bowen gave a demonstration of Museum Key, the software recently purchased to reserve museum passes. In addition to the ability to reserve passes in advance, passes are more readily available as the loan period has been reduced to 1-3 days from 7 days. Staff is trained to assist patrons with technology issues, printing passes, etc.

BUILDING & GROUNDS COMMITTEE

Mrs. Favreau directed the Board to the Buildings and Grounds report distributed with the Board packet. A patron requested curb cuts on both sides of the walking paths that cross the employee driveway. The Borough Engineer is following up. Yesterday, the surveying company came began placing permanent markers on library grounds bordering residential properties.

PERSONNEL COMMITTEE

Mr. Schessler reported we have an open position for a YS Librarian due to a recent resignation and requested a motion to advertise for this position.

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

“Resolved to approve advertising for the open full time position for Youth Services Librarian”

POLICY COMMITTEE

Ms. Bartley reported the Committee is working on the next policy in the queue for review.

TECHNOLOGY COMMITTEE

Nothing to report.

SCHOOLS AND TEENS

Nothing to report.

FMPL

Ms. Hogan reported the Annual Appeal letters were mailed to over 5,900 households and

for the first time included a QR code linking donors directly to the website. The Annual Benefit is scheduled for April 22, 2023 at Grace Church since the library will be under construction. The honoree is Peggy Oakes for her 25 years of service. The Annual Meeting is scheduled for January 9, 2023 and all trustees are invited.

MUF/Main Library Alliance

Mrs. Favreau advised 3 non-Main MUF members are interviewing consortiums such as LMxAC, BCCLSs and Main for possible membership. Also a spring get together for MUF members is being planned.

OLD BUSINESS

Nothing to report.

NEW BUSINESS

Nothing to report.

PUBLIC COMMENT

None

The meeting was adjourned 8:27 PM.

Respectfully submitted,



Marilyn Favreau
Pro Tem Secretary