

**FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON  
THURSDAY, January 12, 2023**

**7:30 PM**

**Present:** Thomas Binting, President, David Luber, James Schessler, Louise Easton, Kate Bartley, Mayor Robert Conley, Bessin, School Representative, JoAnne McCarthy, Joseph Riopel, Marilyn Favreau, Library Director and Mary Fevola, Finance and Administration Manager

**Guests:** Corinne Bowen, Supervisor Circulation and ILL

Mr. Schessler, Vice-President, called the meeting to order at 7:30 PM. He informed the attendees Mr. Binting recently had vocal cord surgery and is limited in use of his voice but is present and can vote by a show of hand. Ms. Easton announced in compliance with the "Open Public Meetings Act," proper notice of this meeting and all Library Board meetings for the year 2023 was made. Proper notice was further posted and mailed on January 6, 2023 notifying the public that the meeting of the Library Board of Trustees scheduled for January 12, 2023 will be held in person beginning at 7:30 pm in the Chase Auditorium with the option of electronic participation using the published zoom link.

Mayor Conley administered the Oath of Office to continuing Board member JoAnne McCarthy and incoming Borough appointed Board member, Joseph Riopel. Signed Oaths will be delivered to the Borough Clerk. Mayor Conley and Mr. Schessler thanked Ms. McCarthy for renewing her term and welcomed Mr. Riopel.

The minutes of the December 8, 2022 Regular Meeting of the Board were presented for consent. The Board unanimously approved and accepted the distributed minutes.

Mr. Schessler announced this is the Annual Reorganization Meeting of the Board and administration matters are required. Mr. Schessler proposed the 2023 slate of candidates for Officers. Hearing no additions or objections, Mr. Schessler closed the nominations.

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

**"Resolved to elect the following Officers"**

**President – Thomas Binting  
Vice-President – James Schessler  
Treasurer – David Luber  
Secretary – Louise Easton**

Mr. Schessler reviewed the previously distributed proposed list of working Committee appointments. No additions, deletions or changes were made. The Board unanimously accepted the 2023 Committee appointments.

Mr. Schessler reviewed the following Annual Resolutions listed on the Board agenda and below.

#23-1 Designation of the Madison Eagle and the Daily Record as the official newspapers of the library

#23-2 Copying Fees to follow Borough Ordinances 36-2010 and 30-2011

#23-3 Public Participation at meetings

#23-4 Purchasing Award to Midwest Tape for 2023

#23-5 Purchasing Award to Baker & Taylor for 2023

#23-6 Designation of Provident Bank and signatories

#23-7 Officers Authorized to Transfer Securities

#23-8 Resolution for Professional Services from Wiley Malehorn Sirota & Raynes for legal services

#23-9 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

#23-10 Resolution to appoint Nisivoccia LLP as Auditor

Upon motion of Ms. Bartley and seconded by Mr. Luber 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**

Mrs. Favreau read Mr. Bintinger's Annual Report, copy attached, summarizing 2022 with comments for 2023. Highlights include the final signing of the State Grant Agreement for the Library Improvements project effective September 30, 2022. A good deal of time has been devoted to working with the architect and other professionals, planning the temporary move of operations and will continue in 2023 along with actual construction. The financial results permitted an additional contribution of \$200,000 to capital reserves for this project. Mr. Luber will provide a more detailed financial overview.

The library has returned to normal operations; however, the COVID pandemic continues to impact staffing due to illness. Circulation was higher in 2022 than pre-pandemic, 2019, statistics. Although book borrowings have remained relatively constant, use of the library is changing, as evidenced by a dramatic increase in digital circulation and decrease in DVD and audio book circulation.

Remodeling of the internal space of the library will take place in 2023 and is anticipated to take 6 months to complete. Trailers and the Chase Room will be used to house circulation and office operations. Finances will dictate the purchase of furniture and fixtures. The State Grant, Borough support, library funds and the library Endowment funds will fund the building construction project. The Board will determine if additional community and outside support is needed.

Mr. Bintinger thanked the Board for their time and contributions to running the library.

## **TREASURER'S REPORT**

Mr. Luber presented the Treasurer's Report.

Mr. Luber reviewed the January 2023 Bill List, noting several payments including the quarterly NJ Edge payment.

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

“Resolved to approve the January Bill List in the amount of \$51,021.59”

Mr. Luber reviewed the Library's financial reports for the year ended December 31, 2022. The final Bill List for December 2022 and additional bills paid was previously distributed; expenses were within the estimates approved at the December 2022 meeting. Net income in excess of \$215,000 for 2022 from operating and variable sources permitted an additional transfer to the Capital Improvements Fund.

Mr. Luber requested a motion to ratify the approval of the December 2022 transfer of \$100,000 to the Capital Improvements Fund.

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

“Resolved to approve the transfer in December 2022 of \$100,000 from Operating Equity to Capital Improvement Reserves.”

## **DIRECTOR'S REPORT**

Mrs. Favreau reviewed her monthly report. Staff illnesses have presented a challenge but the worst seems to be behind us. Similar to other Main area libraries, Madison is now fine free for most items except discovery and museum passes requiring in-person pick up. The library is required to collect fines for other libraries that are not fine free.

Work continues on trailer permits and moving and storage plans for the temporary relocation during construction. Bid documents are targeted for early February. The roof is skinned and watertight. Although some roof work remains to be done, i.e. skylights (soon) and masonry (in the spring), the interior ceiling asbestos abatement and renovations will not be delayed.

As mentioned, non-digital circulation is flat, digital circulation remains strong with triple digit percentage increase from 2019, museum passes and magazines are also popular. Museum Key software for online reservations is permitting increased usage of passes. Both in-person and take home crafts are successful. Remaining operational during construction is key to continuing the momentum back to normal usage of the library.

Main approved the Madison Library, namely Melanie Edwards, to edit and update bibliographic records in Main's system. Ms. Edwards will begin training shortly.

## **BUILDING & GROUNDS COMMITTEE**

Mrs. Favreau advised there is no report due to Mr. Heesemann, Maintenance Supervisor, being out sick. A report will follow next month. Mr. Heesemann has been busy checking the roof progress, taking photographs and relaying information to the Borough Engineer.

## **PERSONNEL COMMITTEE**

Mr. Schessler reported salary increase letters were distributed to employees on January 6<sup>th</sup> based on the budget approved at the December 2022 Board Meeting. Increases will be reflected in the January 15<sup>th</sup> pay.

Mr. Schessler requested motions for approval of two new hires.

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

“Resolved to hire Susan Waksman, effective January 9, 2023, as a part time Circulation Library Assistant”

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

“Resolved to hire Jayde Valosin, effective January 23, 2023, as a full time Youth Services Librarian”

## **POLICY COMMITTEE**

Ms. Bartley advised the committee is beginning work on the Privacy and Code of Conduct Policies.

## **TECHNOLOGY COMMITTEE**

Nothing formal to report.

Mr. Luber mentioned looking forward when construction is completed and staff move back into the library, the technology in the Chase Room will need to be re-equipped to permit hybrid programming particularly for the Minicourses of the Friends of Madison Public Library (FMPL). The committee will seek new bids, previous bids having expired, so the equipment can be installed almost immediately once the Chase Room becomes available.

## **SCHOOLS AND TEENS**

Ms. Bessin advised there is not much to report. Schools are at the end of the marking period so there are not many new initiatives. Recent Spanish language books donated to the library resulted in some books being shared with the schools and were greatly appreciated. Ms. Bessin will be planning another Junior School event in February at the library since the previous one was very popular.

**FMPL**

Ms. McCarthy, although not in attendance, reported that the Friends held their Annual Meeting earlier in the week and elected a new slate of officers.

Mr. Luber added, two in-person winter Minicourses are returning to the library this month; 45 people have already registered.

**MUF/MAIN**

MUF may change banks due to extremely high service fees at the current bank.

**OLD BUSINESS**

Nothing to report.

**NEW BUSINESS**

Nothing to report.

**PUBLIC COMMENT**

None

The meeting was adjourned 8:12 PM.

Respectfully submitted,

A handwritten signature in cursive script that reads "Louise Easton". The signature is written in black ink and extends across the width of the page.

Louise Easton  
Secretary