

**FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON
THURSDAY, June 8, 2023**

7:30 PM

Present: Thomas Binting, David Luber, James Schessler (ZOOM), Louise Easton, Karen Bessin, Maureen Byrne (ZOOM), Marilyn Favreau, Library Director and Mary Fevola, Finance and Administration Manager

Absent: Kate Bartley, JoAnne McCarthy, Joseph Riopel

Guest: Corinne Bowen, Supervisor Circulation and ILL (Zoom), Maureen Haggerty (ZOOM)

Mr. Binting called the meeting to order at 7:33 PM. 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 June 2, 2023 notifying the public that the meeting of the Library Board of Trustees scheduled for June 8, 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.

The minutes of the May 11, 2023 Meeting of the Board were presented for consent. Upon motion of Ms. Byrne and seconded by Mr. Luber the Board unanimously accepted the minutes as distributed.

PRESIDENT'S REPORT

Mr. Binting advised Ms. Bessin will be moving to Japan and this is her last meeting. The Board thanked her for her invaluable contributions as the school representative and presented her with a gift.

Mr. Binting, Mr. Luber and Mrs. Favreau summarized the Bid Opening for the construction project which took place earlier today at the Borough. About 10 bids were opened and will be reviewed by the Borough's Purchasing Department which could take up to 2 weeks.

TREASURER'S REPORT

Mr. Luber reviewed the June 2023 Bill.

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

"Resolved to approve the June Bill List in the amount of \$36,653.53"

Mr. Luber reviewed the Library's financial reports for the period ended May 31, 2023.

DIRECTOR'S REPORT

Discussion resumed regarding the construction project. The trailers are considered new construction and require an architect's plan with raised seals attached to the permit application. Trailers will require restrooms according to code and need to be serviced regularly resulting in increased project cost. The roof copings have been installed but some missing parts need to be delivered. Telephone services for the Chase Room are currently being examined.

Mrs. Favreau reviewed her monthly report noting a slight decrease in foot traffic inside the building due to use of outside space and an extended school break over Memorial Day weekend. Summer Reading kickoff is scheduled for June 20th with programs beginning in the afternoon. Registration begins next week. The theme is "All together now".

The decline in non-digital circulation corresponds to the decrease in foot traffic; however, May was the highest digital circulation month for Libby and Hoopla. Digital circulation will require more budget funds next year. Crafts for adults and children continue to be successful. Children's story time is going to be split into several sessions with required registration due to increased attendance which will help future monitoring of the number of people in the trailers.

Mrs. Favreau thanked Corinne Bowen for taking the lead in ordering, planting and obtaining signage for "native plants" in support of the Borough's environmental initiative.

BUILDING & GROUNDS COMMITTEE

The Board was directed to the distributed Buildings and Grounds report. Mr. Binting suggested scheduling a landscaper to help with grounds maintenance.

PERSONNEL COMMITTEE

Mr. Schessler mentioned planning for salary will take place in the fall prior to budget planning. Staff will be evaluated for internal needs, performance and in relation to the marketplace.

POLICY COMMITTEE

Ms. Easton presented the Scanner and Tutoring Policies. The policies were reviewed by the Committee and put into the new format with no substantial changes made.

Upon motion of Ms. Byrne and seconded by Mr. Lubber, the Board unanimously

"Resolved to approved the Scanner and Tutoring Policies"

TECHNOLOGY COMMITTEE

Mr. Lubber advised Mr. Daniher, Library Technology Assistant, has been extremely busy getting the laptops ready for staff and is systematically distributing the laptops. The Envisionware console was installed by Main but some issues still require resolution. The Meraki router is

scheduled to be installed in July. Mr. Daniher is monitoring and coordinating all these projects as well as the telephone system and electronic needs of the Chase Room during construction relocation.

SCHOOLS AND TEENS

Ms. Bessin gave her final report. Beginning in July, Chris Paradiso of the Madison elementary schools will be the new Board School Representative. Her junior school and high school replacement is interested in continuing the monthly after school collaboration with the Library. Ms. Bessin recommended the Library prepare a pamphlet to give to the school guidance office for students new to the school district to assist the student and their family with getting connected into the Library community. Summer reading assignments are being developed. Perhaps the Library can do a display to partner with the school regarding a historical fiction novel research project assigned to high school juniors.

FMPL (FRIENDS OF THE MADISON PUBLIC LIBRARY)

Nothing to report.

MUF/Main Library Alliance (Main)

Nothing to report.

OLD BUSINESS

Nothing to report.

NEW BUSINESS

Nothing to report.

PUBLIC COMMENT

None

The meeting was adjourned 8:26 PM

Respectfully submitted,



Louise Easton
Secretary