

**FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON  
THURSDAY, July 13, 2023**

**7:30 PM**

**Present:** Thomas Binting, David Luber, Louise Easton, Kate Bartley, JoAnne McCarthy, Joseph Riopel, Christopher Paradiso, Maureen Byrne (ZOOM), Marilyn Favreau, Library Director and Mary Fevola, Finance and Administration Manager

**Absent:** James Schessler

Mr. Binting called the meeting to order at 7:30 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 July 7, 2023 notifying the public that the meeting of the Library Board of Trustees scheduled for July 13, 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.

Mr. Binting welcomed the new School Representative, Christopher Paradiso, and administered the Oath of Office to Mr. Paradiso.

The minutes of the June 8, 2023 Meeting of the Board were presented for consent. Upon motion of Ms. Easton and seconded by Ms. Bartley, the Board unanimously accepted the minutes as distributed.

**PRESIDENT'S REPORT**

The President's Report will be made in an Executive Session to be convened at the end of this meeting.

**TREASURER'S REPORT**

Mr. Luber reviewed the July 2023 Bill List.

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

**"Resolved to approve the July Bill List in the amount of \$44,517.87"**

Mr. Luber requested authorization to pay bills in August when the Board does not meet.

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

**"Resolved to authorize the payment of the August 2023 bills not to exceed \$50,000.00"**

Mr. Luber reviewed the Library's financial reports for the period ended June 30, 2023.

## **DIRECTOR'S REPORT**

Mrs. Favreau reviewed her monthly report noting a very well attended June 20<sup>th</sup> Summer Reading kickoff; participation is expected to meet or exceed pre-pandemic attendance as patrons continue to register. The Friends of the Madison Public Library were thanked for again running a Playdough table throughout the event. McCool's temporarily renamed one of their ice creams after the Summer Reading Program "All 'dough'gether now". Adult Summer Reading began the same day with significant participation. June 20<sup>th</sup> also marked the day foot traffic exceeded 500 visits since 2020 COVID closure.

Although non-digital circulation for the month of June was lower, total circulation is about 3% higher than last year. Music CD circulation is seeing a resurgence in 2023. Digital circulation is up 42% for Libby e-books and e-audiobooks, Kanopy and Hoopla with both Libby and Hoopla reaching their highest circulation records.

Monthly outreach and attendance at the Farmers Market continued in June and visits to Pine Acres will resume. Adult programs and crafts maintain healthy attendance. Youth Services is receiving positive feedback from patrons to newly introduced programs for children of all ages and a second Story Walk, "Dumplings for Lili", is underway.

A meeting held this morning resulted in a projected roof completion date of July 28<sup>th</sup> except for the ladders. The Borough Engineer will order the ladders and arrange for installation.

On June 8<sup>th</sup>, 10 bids were opened for the Library construction project; 8 of the bids were within the project cost estimate. Bids are currently under Borough attorney legal review before a contract can be awarded to the lowest qualified bidder; hopefully by the July 24<sup>th</sup> Council Meeting. The contractor will then have 150 days from the date of the award to complete the project. The Chase Room continues to be assessed and equipped for eventual use as temporary staff office space during construction. All necessary documents for the permit for the trailers will be submitted to the Borough tomorrow.

## **BUILDING & GROUNDS COMMITTEE**

The Board was directed to the distributed Buildings and Grounds report. A recent meeting was held to hire an outside landscaping company to assist with grounds maintenance.

## **PERSONNEL COMMITTEE**

Mrs. Favreau reported on behalf of Mr. Schessler.

A Circulation Library Assistant has resigned to accept a full time School Media Specialist position. Two other resignations which occurred earlier in the year were not replaced but the department has reached the point where positions need to be filled as scheduling is becoming difficult.

Mrs. Favreau requested a resolution to fill positions in the Circulation department.

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

“Resolved to advertise and fill the position(s) of Circulation Assistant part time”

Mrs. Favreau advised Ursula Infantino, full time Youth Services Library Assistant, has applied for retirement effective September 30, 2023. The technical services aspect of the position will be transferred to the Technical Services Department. After analysis, replacing the full time position with two part time positions would be a better structure to service the department.

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

“Resolved to advertise and fill the position(s) of Youth Services Assistant PT”

The Board was further advised the existing IT Support Position has been shared with the Library of the Chathams since 2013. The huge impact technology has on the services of the Library requires the position to be full time in Madison. The Agreement requires 6 months cancellation notice to Chatham. Madison would employ Mr. Robert Daniher full time and change his title to Technology Manager.

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

“Resolved to terminate the Shared Services Agreement with The Library of the Chathams for IT Support”

## **POLICY COMMITTEE**

Nothing to report.

## **TECHNOLOGY COMMITTEE**

Mr. Luber advised all new staff laptops reported at last month’s meeting are now in use. Main will be installing the Meraki router on Monday, July 17<sup>th</sup>. The new Uninterrupted Power Supply (UPS) Backups (and surge protectors) have been delivered and will be also installed next week. Maple Rock Communications returned to the Library to discuss Wi-Fi options during construction with a focus on outdoor areas including the parking lot. A permanent outdoor Access Point (AP) was recommended with a corresponding security cover along with relocating the AP from the Children’s area to the outside wall of the Chase Room. A cost proposal is being prepared.

Computer Sharp created a new pricing model requiring pre-purchasing blocks of hours. The Library, as a public entity, is required to pay for services as rendered, not in advance. Mr. Daniher, Library Technology Assistant, will relay to Computer Sharp. Networking support from another vendor will need to be investigated if Computer Sharp cannot revert to their previous pricing structure.

**SCHOOLS AND TEENS**

Mr. Paradiso expressed his excitement to join the Board of Trustees and continue collaboration between the schools and the Library.

**FMPL (FRIENDS OF THE MADISON PUBLIC LIBRARY)**

Nothing to report.

**MUF/Main Library Alliance (Main)**

Nothing to report.

**OLD BUSINESS**

Nothing to report.

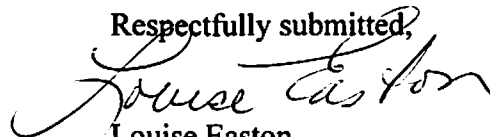
**NEW BUSINESS**

Nothing to report.

**PUBLIC COMMENT**

None

The meeting was adjourned 8:35 PM and went into an Executive Session.

Respectfully submitted,  
  
Louise Easton  
Secretary