

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

7:30 PM

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

Absent: James Schessler, JoAnne McCarthy,

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 October 6, 2023 notifying the public that the meeting of the Library Board of Trustees scheduled for October 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.

The minutes of the September 14, 2023 Meeting of the Board was presented for consent. The Board unanimously accepted the minutes as distributed.

PRESIDENT'S REPORT

Mr. Binting reviewed the previously distributed 2022 independent audit report. The audit includes Nisivoccia LLP's Unqualified Opinion on the Regulatory Basis of Accounting on the Library's Financial Statements. No significant difficulties in performing the audit were encountered. The library's financial condition is very good and resulted in an additional \$200,000 transfer to capital for a total of \$1,100,000 set aside for pending construction.

Mr. Binting requested a motion to accept the audit.

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

"Resolved to accept the 2022 audit as presented"

The audit is required by statute to be sent annually to the Borough Council Members, Mayor, Administrator and Chief Financial Officer. A separate letter and Transmittal Report to the Mayor and Governing Body of the Library covering information related to the audit was reviewed.

Mr. Binting requested a motion to approve the letter and Transmittal Report.

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

"Resolved to approve the letter and Transmittal Report to the Borough as presented"

The audit along and Transmittal Report will be delivered to the Borough next week.

The 2024 Board of Trustees Meeting Schedule and the Library Closure Dates for 2024 was presented for approval.

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

“Resolved to approve the 2024 Board Meeting Schedule and the 2024 Library Closure Dates”

As required by law, the list of Board Meetings will be advertised in the Daily Record and Madison Eagle and distributed to the Borough Administrator and Borough Clerk.

Mention was made of the recent lead article in the Madison Eagle covering the upcoming Library renovation project.

TREASURER’S REPORT

Mr. Luber reviewed the October 2023 Bill List, noting the amounts to be paid to the Borough as reimbursement for non-grant expenses and to remit Grant Payment Requisition #1 in the amount of \$228,493.50 received from the State Library for 25% of the grant award.

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

“Resolved to approved the October Bill List in the amount of \$332,403.85”

Mr. Luber advised construction bills will require timely payment which will occur between Board meetings and requested approval of Resolution 2023-12 authorizing payment of Library Construction Project bills by the President, Vice-President, Secretary, and Treasurer or appointed Trustee. Paid invoices will be reviewed and approved at the Board’s Meeting following payment.

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

“Resolved to adopt Resolution 2023-12 authorizing the payment of Library Construction Bills, copy to be attached to and form part of these minutes”

Mr. Luber reviewed the Library’s financial reports for the period ended September 30, 2023.

DIRECTOR’S REPORT

Mrs. Favreau reviewed her monthly report. As reported at the last meeting foot traffic is trending upward impacted slightly by Sunday closure. Sunday hours are scheduled to return in the coming weeks when the Library opens in the Chase Room. In anticipation of the Library’s closure, in person Youth Services’ programs have already moved to offsite locations and attendance remains strong. Mrs. Favreau thanked the Thursday Morning Club for allowing morning programs at the Community House and the Community Arts Center at Rose Hall for afternoon programming. It’s important to note usage of the Library by the Madison community is roughly

at 60%, double the national average of 30%. This statistic supports the Board's decision to continue to provide services to the community during renovations to the main building.

Adult Services staff continue outreach to seniors and the Farmer's Market. Back to School Night was attended by the Library's Youth Services Supervisor, Dana Skwirut. With the recent retirement of Senior Library Assistant, Technical Services is now processing books for the entire library. Bottle Hill Day was rescheduled to October 21, 2023 and will provide an opportunity to explain the renovation project and services to be provided during closure of the main building. A conceptual drawing of the improvements will be on display at the Library's booth.

The trailer permit was issued on October 6, 2023. Delivery of the trailer is expected on Monday and will be installed on Tuesday. The electrician will be on site tomorrow to add the meter. A Certificate of Occupancy will be needed for the trailer before it can be occupied by staff. Telephones are still a work in progress as the company is being purchased by a former employee. The movers, Simonik Transportation and Warehousing Group, can begin the move into the Chase Room to set up the temporary mini library. Mrs. Favreau reviewed the summary of moving costs and requested the Board approve the moving company.

Upon motion made by Mr. Riopel and seconded by Ms. Bartley the board unanimously

“Resolved to hire Simonik Transportation and Warehousing Group aka First Class Moving Systems, Inc. under state contract T-8077 in connection with construction activity.”

On a separate note, the roof is completed and has been inspected. The warranty was issued.

BUILDING & GROUNDS COMMITTEE

The Board was directed to the distributed Buildings and Grounds report.

PERSONNEL COMMITTEE

Ms. Bartley reported on behalf of Mr. Schessler. The salary budget for 2024 is being prepared and will be presented to the Finance Committee.

POLICY COMMITTEE

Ms. Bartley advised the Patron Code of Conduct was put on hold due to the library move and will resume once construction is underway.

TECHNOLOGY COMMITTEE

Mr. Luber advised effective October 30, 2023 Mr. Robert Daniher will be a full time employee of the Library. Mr. Daniher along with Jim Sanderson of the Borough continue to work on getting the Chase Room and the trailer ready for staff with technology equipment and internet service.

SCHOOLS AND TEENS

Mr. Paradiso reported Back to School nights went well and thanked the Board for sending Dana Skwirut who signed up several families for library cards. The new school librarian will be introduced to library staff after he settles into his position. The Library newsletter will be distributed to the school community. The Library’s graphic novel club will be promoted at the schools. Mr. Paradiso mentioned library events can be sent to him and he will distribute the information to all the schools’ principals to send to students’ families. Mrs. Favreau confirmed the library will continue to drop off and pick up misdirected returned books to the schools and library.

FMPL (FRIENDS OF THE MADISON PUBLIC LIBRARY)

Mr. Binting mentioned FMPL is getting ready to mail letters for their Annual Fundraiser.

MUF/Main Library Alliance (Main)

Mrs. Favreau reported MUF is planning an in person November meeting; however, it is scheduled for the same day as the Experienced Director Summit to be held in Hunterdon County so the date may change.

Nothing to report for Main.

OLD BUSINESS

Nothing to report.

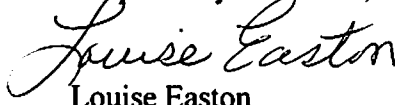
NEW BUSINESS

Nothing to report.

PUBLIC COMMENT

None

The meeting was adjourned 8:26 PM.

Respectfully submitted,

Louise Easton
Secretary