

**FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON
THURSDAY, December 14, 2023**

7:30 PM

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

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 December 8, 2023 notifying the public the meeting of the Library Board of Trustees scheduled for December 14, 2023 in the Chase Auditorium will be held in person beginning at 7:30 pm with the option of electronic participation using the published Zoom link.

The minutes of the November 21, 2023 Meeting of the Board was presented for consent. Upon motion of Ms. Byrne and seconded by Ms. McCarthy the Board unanimously accepted the minutes as distributed.

PRESIDENT'S REPORT

Mr. Binting advised this is Mrs. Easton's last trustee meeting, her term ends December 31st. The Board thanked her for 8 years of service and numerous contributions during that time. The Board presented Mrs. Easton with a gift.

Mr. Binting also mentioned Mr. Schessler visited the library earlier in day. He was also presented with a gift on behalf of the Board and was thanked for his years as trustee.

Recommendation to transfer \$150,000 from Operating Equity to Capital Improvements Reserve was presented.

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

"Resolved to make a capital transfer of \$150,000 from the Undesignated Operating Fund to the Capital Improvements Designated Fund"

PERSONNEL COMMITTEE

Ms. Bartley presented the salary budget for 2024 and requested Board approval.

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

"Resolved to approve the overall salary expense as reflected in the proposed 2024 Budget"

Request to move forward with filling the Technical Services Supervisor position was made.

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

“Resolved to approve interviewing for and filling the full time position of Technical Services Supervisor”

TREASURER’S REPORT

Mr. Luber reviewed the December 2023 Bill List which included payments to the Borough for non-grant related construction expenses and an estimate for grant covered construction expenses. Mr. Luber also requested approval to pay additional December bills not exceeding \$5,000.

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

“Resolved to approve the December Bill List in the amount of \$510,029.97 and payment of any additional December bills, the total not to exceed \$5,000, without specific authorization of the Board”

Mr. Luber reviewed the Library’s financial reports for the period ended November 30, 2023 and requested the movement of budget funds from over budgeted expenses to expense categories that were under budgeted.

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

“Resolved to approve the transfer of the 2023 Library Budget of \$41,000 from 0100 Personnel Expenses to 0200 Services Expenses; \$33,000 from 0500 Statutory Expenses to 0200 Services Expenses and \$16,000 from 0500 Statutory Expenses to 392/200 Capital Technology Expense”

Mr. Luber reviewed the proposed 2024 library budget noting Borough Administration discontinued the Utility Appropriation but will continue to provide the Technology Appropriation in 2024. The 2025 MAIN assessment is included in the budget. The 2024 Main Assessment was prepaid in November 2023 but had not been included in the budget which required the previous resolution approving the movement of budget funds to 0200 Services Expenses. The library will provisionally operate on the 2024 budget. NJ State law permits the library to operate at a percentage of last year’s audited expenses until the Borough budget receives state approval in March/April 2024.

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

“Resolved to approve the preliminary 2024 Budget on an interim basis”

DIRECTOR’S REPORT

Mrs. Favreau reviewed her monthly report. Adult and children’s crafts kits remain popular and

Programming continues, both virtually and in person at the Community House and the Community Arts Center at Rose Hall. The Library participated once again in the Chamber of Commerce's Find Rosie the Reindeer Scavenger Hunt. Non-digital circulation statistics were down by about 60% obviously impacted by the 2 week November closure to move the library. Digital access however remained strong with a reported 30% increase over November 2022. Circulation of the Discovery collection, Readalongs, music CD's, video games and Museum Passes remain strong. Hoopla magazine circulation is showing an upward trend since Press Reader no longer offers magazines. Press Reader will not be renewed; however, Main will provide digital access to The Wall Street Journal beginning in January.

Regarding construction, prominent signage has been posted on the Library grounds and on the trailer doors. Construction updates are provided to the community through the Library's newsletter, website and social media. The asbestos abatement phase is completed and once a certificate of occupancy is issued the contractor can enter the building to begin the next phase of renovation. A furniture proposal was received and will need to be reviewed as the amount is much higher than anticipated; the new furniture may need to be phased in over time.

BUILDING & GROUNDS COMMITTEE

The Board was directed to the distributed Buildings and Grounds report. Anthony Rega recently did seasonal landscaping before the cold weather sets in and did not disturb the recent plantings by the Madison Rotary.

POLICY COMMITTEE

Ms. Bartley advised although there is nothing to present to the Board; the Committee is actively reviewing existing policies.

TECHNOLOGY COMMITTEE

Jim Sanderson of the Borough is planning to install Wi-Fi in the trailer in January. Computer Sharp services may be needed.

SCHOOLS AND TEENS

Mr. Paradiso reported the school referendum passed at the recent election so schools will be under construction as a result. The elementary school Read Across America program was approved and is being cross promoted by the Library. The district continues to seek a Superintendent.

FMPL (FRIENDS OF THE MADISON PUBLIC LIBRARY)

Ms. McCarthy reported FMPL discussed Touch A Truck event for children. Ms. McCarthy plans to prepare a formal report for the Friends after discussing with the FMPL President.

MUF/Main Library Alliance (Main)

Mrs. Favreau nothing to report regarding MUF.

Main will have additional members. Fairfield Public Library is being voted on next week, Raritan Public Library is scheduled to be voted on in February 2024 and Mountainside Public Library in May 2024.

OLD BUSINESS

Nothing to report.

NEW BUSINESS

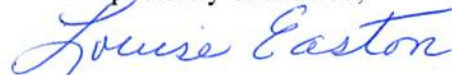
Mr. Binting advised the Library is the beneficiary of a bequest from a former employee, Mary Fleming.

PUBLIC COMMENT

None

The meeting was adjourned 8:45 PM.

Respectfully submitted,



Louise Easton
Secretary