

FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON
THURSDAY, January 11, 2024
7:30 PM

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

Guests: Corinne Bowen, Supervisor Circulation and ILL

Mr. Binting called the meeting to order at 7:30 pm. Ms. McCarthy announced in compliance with the "Open Public Meetings Act," proper notice of this meeting and all Library Board meetings for the year 2024 was made. Notice was further posted on January 5, 2024 notifying the public the meeting of the Library Board of Trustees scheduled for January 11, 2024 will be held in person in the temporary staff trailer in the Library's parking lot beginning at 7:30 pm with the option of electronic participation using the published Zoom link.

Mr. Binting administered the Oath of Office to incoming Borough appointed Board members, Mary Beth Hansbury and Christine Boyle. Signed Oaths will be delivered to the Borough Clerk. The Board welcomed Ms. Boyle and returning former trustee, Ms. Hansbury.

The minutes of the December 14, 2023 Regular Meeting of the Board were presented for consent. There being no corrections, the Board unanimously approved and accepted the distributed minutes.

Mr. Binting announced this is the Annual Reorganization Meeting of the Board and administration matters are required. Mr. Binting proposed the 2024 slate of candidates for Officers. Hearing no additions or objections, the nominations were closed.

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

"Resolved to elect the following Officers"

President – Thomas Binting
Vice-President – Kate Bartley
Treasurer – David Luber
Secretary – JoAnne McCarthy

Mr. Binting reviewed the previously distributed proposed list of working Committee appointments. No additions, deletions or changes were proposed. The Board unanimously accepted the 2024 Committee appointments.

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

- #24-1 Designation of the Madison Eagle and the Daily Record as the official newspapers of the library
- #24-2 Copying Fees to follow Borough Ordinances 36-2010 and 30-2011
- #24-3 Public Participation at meetings
- #24-4 Purchasing Award to Midwest Tape for 2024
- #24-5 Purchasing Award to Baker & Taylor for 2024
- #24-6 Designation of Provident Bank and signatories
- #24-7 Officers Authorized to Transfer Securities
- #24-8 Resolution for Professional Services from Wiley Malehorn Sirota & Raynes for legal services
- #24-9 Resolution of Temporary Budget to operate for the first 90 days of the year at a rate of 26.25%, set by law, of 2023's annual operating expenses excluding capital expenditures
- #24-10 Resolution to appoint Nisivoccia LLP as Auditor

There being no questions, upon motion of Mr. Riopel and seconded by Ms. Hansbury 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

Mr. Binting reviewed his Annual Report, the entire report is attached.

A brief summary follows:

The remodeling of the Library's internal spaces began in 2023. The contract was awarded in June to the lowest bidder. Activity commenced in October and is required to be completed in 150 days by statute. Changes to the original plan, availability of materials, and unforeseen circumstances will have an effect on the deadline. The Library decided to continue to provide services to Madison patrons in the Chase Room until the main building can reopen. The estimated total cost is approximately \$3,000,000. The Library and Endowment will pay for approximately 55% of the project thanks to contributions from the State Library Grant of \$914,000 and the Borough of Madison of \$457,000. Furnishing and fixture installation will follow after construction is completed. The roofing project, paid for by the Borough which began in 2022 was finally completed in 2023.

The library has a limited onsite collection in the Chase Room; however, reserving books through Main Library Alliance allows full access by patrons to all member libraries' collections and holds can be conveniently picked up and dropped off at the Chase Room. Digital services continue as normal, programming is being held virtually or offsite. Staff offices have been relocated to a trailer in the patron parking lot.

The library operated within its budget. Gifts and grants from the Endowment, the Friends of the Madison Public Library and other generous contributors allowed for \$150,000 to be transferred at the end of last year to the Fund for remodeling.

The completion of the construction project and re-opening of the library are the major

items for 2024. Looking beyond this year a Courtyard redesign project will likely be necessary and desirable at some future date.

Mr. Binting thanked the Board for their time and contributions to running the Library.

TREASURER'S REPORT

Mr. Luber presented the Treasurer's Report, during which he reviewed the January 2024 Bill List.

After discussion, upon motion of Ms. Bartley and seconded by Ms. McCarthy, the Board unanimously

"Resolved to approve the January Bill List in the amount of \$117,163.04"

Mr. Luber then reviewed the Library's financial reports for the year ended December 31, 2023 including payments associated with grant and non-grant construction expenses. Net income in excess of \$210,000 for 2023 from operating and variable sources was reported.

DIRECTOR'S REPORT

Mrs. Favreau reviewed her monthly report. Staff is receiving high praise from patrons for our Chase Room mini library and program attendance has been good despite the busy holiday season. Non-digital circulation is down for the December monthly comparison due to a smaller library collection and closure on Sundays from mid-June through the move in mid-November; however, there is only a 9% drop in overall circulation from 2022, with digital circulation out performing 2022 in excess of 30%.

The Chase mini-library is busy. Foot traffic is surprisingly 2% higher overall from 2022 considering the prior mentioned closures. Patrons can visit neighboring libraries to pick up their ILL holds, but are choosing the Madison Library. Services continue to be monitored to optimize offerings and functionality during construction.

Regarding construction, Wi-Fi installation in the trailer was completed. The furniture design is being integrated with the revised plans for electrical and cable wiring. A meeting was held today with the contractors, architect, Mr. Luber and staff to discuss those plans. The fire alarm panel was replaced by Survivor Fire & Safety Equipment Co. The Fire Department and Borough were informed during the entire process.

BUILDING & GROUNDS COMMITTEE

Mr. Binting advised there is no report due to Mr. Heesemann, Maintenance Supervisor, being out sick. A report will follow next month.

PERSONNEL COMMITTEE

Ms. Bartley reported salary increase letters were distributed to employees on January 8th based on the budget approved at the December 2023 Board Meeting. Increases will be reflected in the January 15th pay. Interviews for an open position continue.

POLICY COMMITTEE

Nothing to report.

TECHNOLOGY COMMITTEE

Mr. Luber advised Wi-Fi in the trailer and today's meeting regarding cabling were covered under the Director's Report.

SCHOOLS AND TEENS

Mr. Paradiso reported Family Reading Nights at the elementary schools have been scheduled for March; he will reach out to the Youth Services Librarians for their participation.

FMPL

Ms. McCarthy reported FMPL held their Annual Meeting earlier in the week. A new slate of officers were elected, the 2024 budget was adopted and members voted to contribute \$40,000 plus \$8,700 for Museum Passes to the library in 2024.

The Annual Gala for honoree, Sylvia Luber will be held on May 4, 2024 at Grace Episcopal Church. Minicourses are continuing at Florham Park Library and going very well. Ms. McCarthy complimented the members of the FMPL for their creativity and commitment.

MUF/Main Library Alliance (Main)

Mrs. Favreau reported the Berkeley Heights Director recently retired and an interim Director is in place until February.

Nothing to report for Main.

OLD BUSINESS

Nothing to report.

NEW BUSINESS

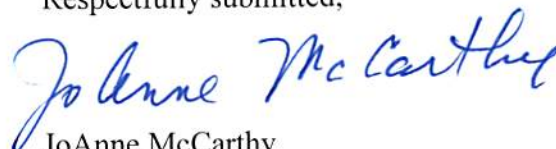
Nothing to report.

PUBLIC COMMENT

None

The meeting was adjourned 8:58 pm.

Respectfully submitted,



JoAnne McCarthy
Secretary