

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

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

Absent: JoAnne McCarthy and Mary Beth Hansbury

Guests: Corinne Bowen, Supervisor Circulation and ILL

Mr. Binting called the meeting to order at 7:33 pm. Mrs. Favreau 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 posted on April 5, 2024 notifying the public the meeting of the Library Board of Trustees for April 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.

The minutes of the March 14, 2024 Regular Meeting of the Board were presented for consent. There being no corrections, Ms. Byrne motioned for approval; Ms. Bartley seconded. The Board unanimously accepted the minutes as distributed.

**PRESIDENT'S REPORT**

Mr. Binting advised the construction project is moving along. New carpeting and lighting in the Youth Services department is completed; the area is bright and attractive. Carpeting in the Adult Services area is being placed along the perimeters to allow the ceiling work in the center to be completed. The front entrance doors are currently being installed. Mrs. Favreau will provide further construction details in her report.

**TREASURER'S REPORT**

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

After discussion, upon motion of Mr. Riopel and seconded by Ms. Hansbury, the Board unanimously

"Resolved to approve the April Bill List in the amount of \$65,634.98"

Mr. Luber then reviewed the Library's financial reports ending March 31, 2024. Construction project expenses since the project began in 2023 and the payments reducing the Capital Improvement Reserve Fund were also reviewed.

**DIRECTOR'S REPORT**

Mrs. Favreau reviewed her monthly report. Patrons are appreciative of the selections and services available at the mini Chase Room library. As previously reported, non-digital

circulation is 50% of last year's statistics. Foot traffic continues to be 50% lower than last year; interestingly, there is a steady climb since November which is atypical compared to prior trends. Although attendance for Adult Programs remains steady, school age student program attendance has dropped slightly on good weather days. Plans are underway for Summer Reading. Another Story Walk will begin April 25<sup>th</sup>, the title is "We are water protectors" by Carol Lindstrom. A recent food drive by Drew University was extremely successful with the Library's patrons contributing a significant amount of the total donated. March was a record high month for Libby and Hoopla digital circulation. Those statistics continue to climb along with an increase in patrons signing up for digital services. Healthy circulation statistics continue for magazines, Museum Passes and video games; with video games exceeding the pandemic circulation record. The Technical Services department is also busy reclassifying DVD's by genre to make this collection easier to browse and will investigate expanding the successful craft program to the Senior Citizen Center.

Mrs. Favreau expanded on the earlier report regarding the construction project. The electrical and fire alarm work is completed and passed inspection. With the exception of installing the two new water fountain-bottle filling stations, the plumbing work is completed. Emergency exit doors and lobby carpeting are currently being reviewed for improvements. Proposals for the furniture orders are pending. In addition to the Library's website, social media will be utilized to advise the public Phase 2 of the construction project will start after the contractors are gone. Phase 2 includes data cable wiring, telephone installation, reconfiguring the interior space, getting the collections back in the library and on the shelves which will take time.

#### **BUILDING & GROUNDS COMMITTEE**

The Board was directed to the previously distributed Building and Grounds Report.

#### **PERSONNEL COMMITTEE**

Nothing new to report.

#### **POLICY COMMITTEE**

Nothing new to report.

#### **TECHNOLOGY COMMITTEE**

Mr. Luber advised the 7 computers discussed at last month's meeting will be ordered from Main by Robert Daniher, Library IT Manager. The computers will be held at Main's offices until they can be installed in the Library. A black and white laser printer will also be ordered. Audio visual equipment for the Library conference room will be researched by Mr. Daniher. Upon receipt of scale blueprints from the architect, final quotes for data rewiring and Wi-Fi upgrades will be obtained from Maple Rock Communications and Computer Sharp. Mr. Daniher will also coordinate phone installation with VoiceCom Plus.

#### **SCHOOLS AND TEENS**

Mr. Paradiso advised 200 4<sup>th</sup> and 5<sup>th</sup> grade students signed up for the Battle of the Books competition. Information to access Hoopla and Libby through the library for the titles in the competition was distributed to school families. In mid-May K-5 school libraries will be

closed for inventory; students will be directed to the Library during the closure. Mr. Paradiso offered to advertise the Library's Summer Reading Program during the last two months of school.

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

Mrs. Favreau reminded the Board of the Annual Gala to be held on May 4, 2024 at Grace Episcopal Church, for honoree, Sylvia Luber and mentioned the recent corresponding Madison Eagle article.

**MUF/MAIN LIBRARY ALLIANCE (Main)**

Nothing to report for MUF.

Mrs. Favreau confirmed Main is currently onboarding Mountainside Library. Fairfield Library is next. Main put out an RFP for bids to replace Polaris. Memorandums of Understanding from county libraries outside of Main are also part of the request. Bids are due by June and will subsequently be reviewed during the summer.

**OLD BUSINESS**

Nothing to report.

**NEW BUSINESS**


Nothing to report.

**PUBLIC COMMENT**

None

The meeting was adjourned 8:30 pm.

Respectfully submitted,



Marilyn Favreau  
Pro Tem Secretary