

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

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

Absent: Mary Beth Hansbury, Kate Bartley

Guest: Corinne Bowen, Supervisor Circulation and ILL (ZOOM)

Mr. Binting called the meeting to order at 7:35 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 posted on July 7, 2024 notifying the public of the meeting date of the Library Board of Trustees scheduled for July 11, 2024 to 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 June 13, 2024 Regular Meeting of the Board were presented for consent. With the exception of correcting an omission to Ms. McCarthy’s title, Ms. McCarthy motioned for approval of the minutes, Mr. Binting seconded. The Board unanimously accepted the minutes as distributed.

PRESIDENT’S REPORT

Mr. Binting reviewed the previously distributed proposal for pre-publication services for the Historical Society’s book, *A Portrait of the Rose City; A History of Madison New Jersey*.

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

“Resolved to approve and accept the joint proposal of July 8, 2024, for pre-publication services for the book, *A Portrait of the Rose City; A History of Madison New Jersey*, from Creative Licensing Publishing and Pfeifer Design for an estimated total cost of \$10,500 – the cost to be shared equally between the Madison Free Public Library (Taber Fund) and the Madison Historical Society”

TREASURER’S REPORT

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

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

“Resolved to approve the July Bill List in the amount of \$258,591.78”

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

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

“Resolved to authorize payment of August 2023 bills not to exceed \$50,000.00 as proposed”

Mr. Luber then reviewed the Library’s financial reports ending June 30, 2024 and the construction project expenses.

DIRECTOR’S REPORT

Mrs. Favreau reviewed her monthly report. Circulation of non-digital material continues to be 50% less than the same time last year; surprisingly, print magazine circulation is up 33%. About 23% of borrows were digital and represent a significant increase. Electronic services provided by Libby and Hoopla once again broke previous records including statistics for electronic magazines. Museum Passes and Discovery continue to be popular. New patrons are using the Main App to sign up for library cards. Circulation staff contacted patrons by phone for items billed; outstanding amounts for materials owed to the Library was reduced by \$2,000. Technical Services is creating a plan to return collections into the Library. Mr. Bintinger complimented this month’s Technical Services report which included the valuation of each collection. The first week of Summer Reading increased foot traffic which is the usual trend and is off to an excellent start with more signups than anticipated due to construction closure. Mrs. Favreau thanked the Friends of the Madison Public Library (FMPL) for hosting their popular Play Dough table.

Fall continues to be the target reopening date. The service desks will take time for delivery and will need electrical and data cabling connections which are dependent on the schedules of the service providers. Restoring phones to the main building is also being coordinated. The new server room was warm during the week; the architect will determine if the air needs to be rebalanced between the 3 rooms utilizing the new rooftop unit and investigate other possible causes. Work on emergency exits and fire rating for the walls should begin soon, as Change Orders were recently approved. A meeting with the Borough Administrator, Ray Codey, was held to examine drainage around the building. The engineering company used by the Borough and DPW will review the grounds to determine how best to address the drainage issue before the Adult Services emergency exit can be addressed for ADA compliance. As mentioned at previous meetings, this exit will not delay a Certificate of Occupancy; the other emergency exits in the building will be in working order.

BUILDING & GROUNDS COMMITTEE

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

PERSONNEL COMMITTEE

Nothing to Report

POLICY COMMITTEE

Nothing to Report

TECHNOLOGY COMMITTEE

Mr. Luber reported the data cabling installation began two weeks ago and will continue. The timeline status posted on the Library's website has been updated to indicate this current phase of construction. Installation of cabling will be delayed along the walls of the new server room, FMPL office and conference room until the fire retardant walls are in place. Robert Daniher, IT Manager, continues to modify the Library reentry plan he created for such developments. Mr. Binting, Mr. Luber and Mrs. Favreau commented on the complexity and time needed for data cabling; estimating about 14,000 feet of cabling being installed. Mr. Daniher and Maple Rock Communications were complimented for their methodical and efficient professional services.

SCHOOLS AND TEENS

Mr. Paradiso wished the Library staff the best of luck returning material to the Library. He realizes the time needed to inventory the extensive Library collections based on his experience inventorying at the schools. The Superintendent is in the early stages of developing a huge town wide reading initiative, "Madison Reads" encouraging all Madison residents to read 30 minutes a day. Mr. Paradiso will invite the Superintendent to a future Trustee Meeting to present her ideas and discuss partnering with the Library for this program.

FRIENDS OF THE MADISON PUBLIC LIBRARY (FMPL)

Ms. McCarthy reported a July meeting was not held; however, unfortunately, Touch-A-Train was cancelled due an insurmountable insurance issue. An announcement to the community is forthcoming. Frank Benedict, instrumental in founding of the Minicourses, passed away. Dr. Benedict ran the Minicourse program for 24 years. Proceeds from the program were shared equally between Drew University and the Friends. Frank Benedict was also active in Madison community affairs, serving one term on the Borough Council and seventeen years on the Planning Board, including terms as its chair.

MUF/MAIN LIBRARY ALLIANCE (Main)

Nothing to report for MUF.

Mrs. Favreau advised Main put out an RFP for Integrated Library System (ILS). The Polaris contract is coming to an end and Main is exploring surrounding consortia for interest in sharing an ILS which will result in increased purchasing power.

Mr. Binting mentioned Patron Point. Mrs. Bowen advised it is a software package that verifies the residency of the individual registering for an online library card; similar to seeing a driver's license for in person sign up. The software also checks for duplicate cards if an individual is already in the system.

OLD BUSINESS

Nothing to report.

NEW BUSINESS

Nothing to report.

PUBLIC COMMENT

None

The meeting was adjourned 8:30 pm.

Respectfully submitted,



JoAnne McCarthy
Secretary