

**FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON**  
**THURSDAY, September 12, 2024**  
**7:30 PM**

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

Absent: JoAnne McCarthy, Kate Bartley, Christopher Paradiso

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

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 September 6, 2024 notifying the public of the meeting date of the Library Board of Trustees scheduled for September 12, 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 July 11, 2024 Regular Meeting of the Board were presented for consent. Mr. Riopel motioned for approval of the minutes, Mr. Luber seconded. The Board unanimously accepted the minutes as distributed.

**PRESIDENT'S REPORT**

Mr. Binting reviewed the 2023 independent audit report, previously distributed to the Board.

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

"Resolved to approve the 2023 Audit Report 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 Borough Council covering information related to the audit will be prepared.

**TREASURER'S REPORT**

Mr. Luber presented the Treasurer's Report, during which he reviewed the September and August 2024 Bill Lists.

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

"Resolved to approve the September List in the amount of \$40,535.18 and the distributed August Bill List.

Mr. Luber then reviewed the Library's financial reports ending August 31, 2024 and the construction project expenses.

### **DIRECTOR'S REPORT**

Mrs. Favreau reviewed her monthly report. Previous trends in circulation of non-digital material, digital material and foot traffic continue. Circulation staff has been busy standardizing patron electronic records to meet Main's requirements, translating the Library's Welcome material into Spanish and preparing gift baskets as prizes for Library Sign-up month. Technical Services continues to refine the plan to return collection materials into the Library and the popular adult craft classes are ongoing, with a second morning session being added. Adult Services has been busy visiting local universities to sign up students for library cards as well as visiting surrounding senior living communities and scheduling programs. Youth Services reported a successful Summer Reading Program with attendance higher than anticipated and an increase in teen participation. Youth Services is also planning visits to the elementary schools for Back to School Night and October programs.

Fall, close to Thanksgiving, continues to be the target reopening date. Work on emergency exits is underway. The Adult Services exit will be worked on once the Borough addresses the drainage issue outside that door. As previously mentioned, this emergency exit will not delay a Certificate of Occupancy as the other 2 exits will be completed. The temperature in the new server room continues to be monitored; the architect will work with the Library if a split system is deemed necessary. A punch list has been given to the contractor including issues with the front entrance which requires architect inspection. The Library is waiting for the fire roll down door to be installed, due next week, and approval of the fire rated areas. Furniture can be installed and is scheduled for the first week of October. Restoring phones to the main building is also being coordinated with the Borough and may delay the move of staff into the Library.

Mr. Binting and the Board thanked Mrs. Favreau and Mr. Daniher, IT Technology Manager, for their efforts and dedication with the construction project. Mrs. Favreau acknowledged the additional accounting effort of Ms. Fevola particularly with regard to the arrangement for construction payments through the Borough.

### **BUILDING & GROUNDS COMMITTEE**

Nothing to report.

### **PERSONNEL COMMITTEE**

Nothing to report.

### **POLICY COMMITTEE**

Nothing to report.

### **TECHNOLOGY COMMITTEE**

Mr. Luber reported all pre-furniture data wiring was completed on September 3<sup>rd</sup> by Maple Rock Communications. When the service desks arrive Maple Rock will return to complete

workstation jacks. The wireless upgrade project was completed on September 10<sup>th</sup> by Computer Sharp. The Borough Council is scheduled to vote on the new telephone system and vendor at their next meeting. The Library will be the first Borough department to receive the new telephones.

**SCHOOLS AND TEENS**

Nothing to report.

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

The Friends are pursuing a grant opportunity through the Hyde & Watson Foundation.

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

Nothing to report for MUF.

Mrs. Favreau mentioned the letter Main wrote to all Trustees and Main's Annual Report, both were distributed electronically to the Board with the agenda.

**OLD BUSINESS**

Nothing to report.

**NEW BUSINESS**

Mrs. Favreau advised FMPL requested a "hard hat" tour of the renovated Library for their larger donors. The Board agreed a tour is a good idea and should be conducted after the furniture arrives and Certificate of Occupancy has been received.

**PUBLIC COMMENT**

None

The meeting was adjourned 8:35 pm.

Respectfully submitted,



Marilyn Favreau  
Pro Tem Secretary