

**FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON**  
**THURSDAY, October 10, 2024**  
**7:30 PM**

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

Absent: Christine Boyle

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

Mr. Binting called the meeting to order at 7:33 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 October 6, 2024 notifying the public of the meeting date of the Library Board of Trustees scheduled for October 10, 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 September 12, 2024 Regular Meeting of the Board were presented for consent. Mr. Riopel motioned for approval of the minutes, Ms. Byrne seconded. The Board unanimously accepted the minutes as distributed.

### **PRESIDENT'S REPORT**

Mr. Binting reviewed the 2023 Audit Transmittal Letter to the Mayor and the Borough Council which is a brief summary of the audit reports of the Library and Madison Public Library, Inc. (the Endowment) along with a narrative regarding operations. Copies of the audit reports and the Transmittal Letter are delivered to the Borough as required by law.

The 2025 Board of Trustees Meeting Dates was presented for approval.

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

**"Resolved to approve the 2025 Board of Trustees Meeting Dates"**

The dates will be sent to the Madison Eagle and Daily Record for publication under the Open Public Meetings Act.

### **TREASURER'S REPORT**

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

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

"Resolved to approve the October Bill List in the amount of \$77,725.57.

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

The Board was advised the Finance Committee will be meeting with the Borough on October 16, 2024 to discuss the 2025 preliminary budget.

## **DIRECTOR'S REPORT**

Mrs. Favreau reviewed her monthly report. Previously reported statistics in the circulation of non-digital material, digital material, foot traffic and program attendance remain consistent with previously reported trends. The increased demand for digital material is helping to offset the decline in non-digital material and is narrowing the gap in year to date circulation. Discovery items, video games, museum passes and print magazines continue to circulate at better than average rates. Notary services are a community appreciated service. Ms. McCarthy, who is a notary, offered her assistance in an emergency. A donation bin is located in the Chase Room for gently used adult and children books being collected by a student from the Newark Academy until the first week in November. Bottle Hill Day was a huge success and visitors were advised the projected opening for construction is targeted for some time between Thanksgiving and Christmas.

Technical Services continues to schedule successful adult craft classes and planning for the return and inventorying of collection materials. Adult Services reported a high number of the new patron registrations in digital platforms partly due to university visits. Outreach to Sunrise Living continues to record successful circulation statistics. Partnership outreach opportunities with Atlantic Health Systems and Drew University are being investigated. Youth Services resumed full programming in October after taking a break in September from a busy summer reading program. Youth Services visited the elementary schools for Back to School Night. A new middle grade book section is being created in response to the shifting older demographic to 10-14 year olds from 8-12 year olds.

As reported at the last meeting, delivery of new shelving and new furniture from Creative Library Concepts, as well as furniture in storage, from Simonik Transportation and Warehousing Group, began this week followed by the return of collection materials to the Library next week. Russ Brown, Borough Building Inspector, requested everything be in the building for the yet to be determined final inspection. The Chase Room Library was closed for one day to move the shelving from the Chase Room to the main building and was replaced with temporary shelving in the Chase Room.

The fire roll down door in the main building is fully installed and the contractor continues to address the punch list. The architect advised another building inspection is scheduled for tomorrow morning for the fire wall and the contractor has been instructed to be present.

The HVAC unit in the back area for the new IT Room, Friends' office and conference room has been balanced. Although Omdex Engineering stands by their design, the thermostat in the new IT Room will be monitored for rising temperature since there is no dedicated HVAC unit in the IT Room.

The Library is waiting for the survey report for the flooding issue in the back of the main building from Boswell Engineering, the Borough's subcontractor. Previously noticed roof damage was repaired and inspected by Dennis Harrington and Helena Ruman; the repair was satisfactory, but other damage was identified.

## **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 reviewed his report, noting the new service desks are scheduled to be delivered on November 4<sup>th</sup>; as a result Robert Daniher, IT Manager, will now order the previously approved 8 new PC's from Main this week. Maple Rock will need to return to patch the data jacks to those desks. The Borough is changing to IP phones with the controller in the cloud rather than on a server. Phones are due the end of this month. Mr. Daniher is working closely with Borough personnel as well as the fire/burglar alarm company to reassign corresponding phone numbers.

## **SCHOOLS AND TEENS**

Mr. Paradiso thanked staff of the Youth Services Department for attending Back to School Nights at the elementary schools. The new curriculum is laser focused on reading in the elementary schools and students are eager to get back into the Library. Mr. Paradiso offered to advertise the Library's reopening to the school community once the date has been determined. Also the District's Madison Reads Program was launched and is a community wide initiative encouraging everyone to read 30 minutes a day; information is posted on the District website. Schools are under construction as a result of referendums, painting is currently being done with other projects, such as bathroom renovations, scheduled for over the summer. Full time and part time librarians were hired and will soon be introduced to the Library's Youth Services staff.

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

Ms. McCarthy reported \$600 in donations was received at Bottle Hill Day. The Board meets on Monday, October 14<sup>th</sup>.

Mrs. Favreau added invitations to large donors were sent for a “hard hat” tour of the Library scheduled for October 22<sup>nd</sup>.

**MUF (Morris Union Federation of Libraries)/MAIN LIBRARY ALLIANCE (Main)**

Mrs. Favreau reported Berkeley Heights Library applied to join Main, leaving Summit as the only MUF member not in Main.

Mrs. Favreau advised Main partnered with other groups such as the County Libraries in Sussex and Warren and the Sparta Library for the RFP to choose a circulation product to replace Polaris. Koha was selected as the new Integrated Library System (ILS) for Main and others; transition will begin in 2025, ending in 2026.

**OLD BUSINESS**

Nothing to report.

**NEW BUSINESS**

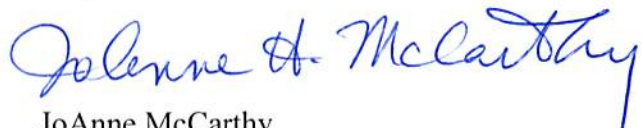
Nothing to report.

**PUBLIC COMMENT**

None

The meeting was adjourned 8:38 pm.

Respectfully submitted,



JoAnne McCarthy  
Secretary