

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

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

Absent: Maureen Byrne and Christopher Paradiso

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 New Jersey Open Public Meetings Act proper notice of this meeting and all Madison Library Board of Trustees Meetings for the year 2024 has been given. Further, notice of this meeting was posted on December 6, 2024, notifying the public that the meeting of the Library Board of Trustees scheduled for December 12, 2024 would be held in person in the temporary staff trailer located 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 November 14, 2024 Regular Meeting of the Board were presented for consent. Ms. McCarthy motioned for approval of the minutes, Mr. Riopel seconded. The Board unanimously accepted the minutes as distributed.

PRESIDENT'S REPORT

Mr. Binting advised this is Ms. Bartley's last trustee meeting, her term ends December 31st. The Board presented Ms. Bartley with a gift and thanked her for 5 years of service and contributions during that time.

Ms. Boyle joined the meeting.

Recommendation to transfer \$125,000 from the Undesignated Operating Fund to the Designated Capital Improvements Fund was presented.

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

“Resolved to make a capital transfer of \$125,000 from the Undesignated Operating Fund to the Designated Capital Improvements Fund”

PERSONNEL COMMITTEE

Ms. Bartley presented the salary budget for 2025 and requested Board approval.

Upon motion of Ms. Bartley and seconded by Ms. Hansbury, the Board unanimously

“Resolved to approve the overall salary expense as reflected in the proposed 2025 Budget”

TREASURER'S REPORT

Mr. Luber presented the Treasurer's Report, during which he reviewed the December 2024 Bill List and the December 5, 2024 payment to the Borough.

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

“Resolved to approve the December Bill List in the amount of \$652,939.67 and confirmed approval of the \$30,308.56 payment made to the Borough of Madison under Resolution 2023-12 to cover Payment Application #14 to the contractor, Daskal LLC.”

Mr. Luber also requested approval to pay additional December bills not exceeding \$5,000 in aggregate.

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

“Resolved to approve payment of any additional December bills, the total not to exceed \$5,000, without specific authorization of the Board.”

Mr. Luber reviewed the Library's financial reports for the period ended November 30, 2024 and the construction project expenses since the project began.

Mr. Luber reviewed the proposed 2025 library budget noting Borough Administration will continue to provide the Technology Appropriation in 2025. The 2026 MAIN assessment is included in the budget; it is typically prepaid. The 2025 Main Assessment was prepaid and appears on the December 2024 Bill List. The library will provisionally operate on the 2025 budget. NJ State law permits the library to operate at a percentage of last year's audited expenses until the Borough budget receives state approval in March/April 2025.

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

“Resolved to approve the preliminary 2025 Budget on an interim basis”

DIRECTOR'S REPORT

Mrs. Favreau reviewed her monthly report. The reduced trend in the circulation of non-digital material is being offset with robust circulation of digital material. Overdrive, the Libby electronic supplier, is phasing out permanent licenses in favor of a fully metered (price per check out) system. Foot traffic, adult program attendance and adult crafts remain consistent with prior month reporting. As a result of a sharp decline in attendance in Youth Services after school programs; activities for older children are on hold until the New Year. Preschool remains active and will continue at the Madison Community House.

Staff continues to shelf read and inventory the various collections in preparation for reopening. The Technical Services' report provides details of the status of each collection inventoried as well as collection acquisitions and items removed or lost.

The Library will host a donation bin in the Chase Room for Mutual Morris to collect hand and foot warmers, socks, gloves, scarves, hats and other items for those exposed to the winter elements. Regarding the construction project: although the original punch list items have been addressed; the

contractor was given a new punch list of items requiring attention. We are waiting for the contractor's reply. The fire emergency doors are being delivered and installed tomorrow. Movers are being interviewed to provide quotes for a 2 stage move back into the library - the trailer followed shortly thereafter by the Chase Room - after the Certificate of Occupancy is issued. Furniture is being delivered; however, the tables requiring electrical and data connections will not arrive until closer to the holidays which means the final inspections cannot be scheduled until the electrical wires are connected to the furniture. The revised anticipated reopening continues to be the end of February. No update on the roof inspection.

BUILDING & GROUNDS COMMITTEE

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

POLICY COMMITTEE

Nothing to report.

TECHNOLOGY COMMITTEE

Mr. Luber reviewed his report. The Youth Services Department's public PC's were delivered; however the service desk PC's and Adult Services Department's public PC's will not be delivered until after the respective desks arrive and are in place. Robert Daniher, IT Manager, continues to work with Borough staff, Hunter Technologies and Verizon on the Borough initiated IP Telephone installation. Mr. Daniher, again updated the Technology reentry plan for the library and continues to work with Survivor to investigate the installation of a wireless panic button system as well as ensure the phone lines associated burglar and fire alarm are not adversely impacted by the new telephone system.

SCHOOLS AND TEENS

Nothing to report.

FRIENDS OF THE MADISON PUBLIC LIBRARY (FMPL)

Ms. McCarthy reviewed the contribution the Minicourses add to the Friends financial statements. The winter classes will continue at the Florham Park Library. A new insurance carrier is being evaluated and the Treasurer's position remains open. The 2025 FMPL Budget was approved with an annual commitment to the Library at \$20,000.

Mrs. Favreau added she will be giving a Library tour tomorrow to several of the Friends and invited the Board to join.

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

Mrs. Favreau advised Koha training, the new Integrated Library System (ILS) for Main, will begin in March. Corinne Bowen and Elissa DeRose, Technical Services Supervisor, will be the Koha Captains taking the lead in training for all Library staff.

OLD BUSINESS

Nothing to report.

NEW BUSINESS

Nothing to report.

PUBLIC COMMENT

None

The meeting was adjourned 8:40 pm.

Respectfully submitted,


JoAnne McCarthy
Secretary