

FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON
THURSDAY, January 16, 2025
7:30 PM

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

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

Absent: Maureen Byrne

Mr. Binting called the meeting to order at 7:30 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 2025 has been given. Further, notice of this meeting was posted on January 3, 2025, notifying the public that the meeting of the Library Board of Trustees scheduled for January 9, 2025 would be held on January 16, 2025 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.

Mr. Binting administered the Oath of Office to incoming Borough appointed Board member, Linda Sawyer. The Signed Oath will be delivered to the Borough Clerk. The Board welcomed Ms. Sawyer who was the Personnel Director and Purchasing Agent for the Borough of Madison until her retirement several years ago.

The minutes of the December 12, 2024 Regular Meeting of the Board were presented for consent. There being no corrections, the Board unanimously approved and accepted the distributed minutes.

Mr. Binting announced this is the Annual Reorganization Meeting of the Board and administrative matters are required. Mr. Riopel proposed the 2025 slate of candidates for Officers. Hearing no additions or objections, the nominations were closed.

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

"Resolved to elect the following Officers

President – Thomas Binting
Vice-President – Mary Beth Hansbury
Treasurer – David Luber
Secretary – JoAnne McCarthy"

Mr. Binting reviewed the previously distributed proposed list of working Committee appointments. No additions, deletions or changes were proposed. The Board unanimously accepted the 2025 Committee appointments.

Mr. Binting reviewed the following Annual Resolutions listed on the Board agenda and below.
#25-1 Designation of the Madison Eagle and the Daily Record as the official newspapers of the library

- #25-2 Copying Fees to follow Borough Ordinances 36-2010 and 30-2011
- #25-3 Public Participation at meetings
- #25-4 Purchasing Award to Midwest Tape for 2025
- #25-5 Purchasing Award to Baker & Taylor for 2025
- #25-6 Purchasing Award to Overdrive for 2025
- #25-7 Designation of Provident Bank and signatories
- #25-8 Officers Authorized to Transfer Securities
- #25-9 Resolution for Professional Services from Wiley Malehorn Sirota & Raynes for legal services
- #25-10 Resolution of Temporary Budget to operate for the first 90 days of the year at a rate of 26.25%, set by law, of 2024's annual operating expenses excluding capital expenditures
- #25-11 Resolution to appoint Nisivoccia LLP as Auditor

There being no questions, upon motion of Mr. Luber and seconded by Ms. McCarthy the Board unanimously

“Resolved to adopt the aforementioned Annual Resolutions; copies to be attached to and form a part of these minutes.”

PRESIDENT’S REPORT

Mr. Bintinger reviewed his Annual Report. Tasks consuming 2024 were delivery of Library services to patrons and the continuing construction of the interior of the Library building. Remodeling of the internal spaces began in 2023 with a target reopening in late 2024. Although basic construction was completed by summer 2024, as the year progressed situations not contemplated in the original plan were added as it made sense from time and cost efficiency perspectives. Examples include asbestos found in the lobby entrance while installing carpeting, fortunately remediation was restricted to the lobby area and did not require closing the entire building again; ongoing HVAC temperature regulation of the new unit; addressing ADA emergency exits in the Adult and Children’s Rooms; installation of a separate roll down fire door to the Rushmore Room entrance required by Fire Code due to the increase in area used by patrons; and delays in delivery dates of service desks. As a result costs significantly increased. The estimated total cost of the project is now \$3,900,000 from the original estimate of \$3,000,000 which is being covered with carefully watched operating costs and additional support from the Library Endowment Fund. In addition, the new roof, installed in 2023 at the expense of the Borough, had damage in 2024 which was dealt with by the Borough before interior issues occurred.

Looking ahead, the completion of the construction project and re-opening of the library are the major items for 2025. A new patio added to the outside lawn area adjacent to the Children’s Room started in 2024 will be completed in 2025. After moving the Library back to the main building, the Chase Room will need upgrading to its sound and lighting systems to accommodate future lectures and programs. As mentioned last year, the Courtyard redesign project will also be necessary at some future date.

Mr. Bintinger thanked the Board for their time and contributions to running the Library.

TREASURER’S REPORT

Mr. Luber presented the Treasurer's Report, during which he reviewed the January 2025 Bill List.

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

"Resolved to approve the January Bill List in the amount of \$40,935.35"

December 2024 Bills were also reviewed including amounts paid for invoices received before year end 2024 and authorized to be paid not to exceed an aggregate of \$5,000. Mr. Luber then reviewed the Library's financial reports for the year ended December 31, 2024. Mr. Luber requested a transfer of budget funds from Personnel expenses to Technology expenses in the 392 Budget.

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

"Resolved to approve the transfer of the 2024 Library Budget of \$25,000 from 0100 Personnel Expenses to 392 Expense 0200 Technology Expense."

As a result of Net Income in excess of \$247,000 for 2024 from operating and variable sources a request to transfer an additional \$50,000 from Undesignated Operating Equity to the Restricted/Reserve Capital Improvements Fund was recommended.

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

"Resolved to approve the transfer of \$50,000.00 from Undesignated Operating Equity to the Restricted/Reserve Capital Improvements Fund"

Construction project expenses were also reviewed.

DIRECTOR'S REPORT

Mrs. Favreau reviewed her monthly report. Non-digital, digital circulation and foot traffic were higher than last December. Combined circulation for 2024 is about 72% of what it was in 2023 which is impressive considering our smaller library collection for all of 2024. Remarkable growth in digital circulation is being seen not only in Madison but across all libraries.

About 60% of the collections have been inventoried and work is progressing steadily. Materials in the Chase Room will be the last to be inventoried when moved back into the library. Youth Services continues in person programming at the Madison Community House and Adults can participate in Zoom lectures and in person craft classes. Focus on social media postings is increasing to enhance the Library's engagement with the community.

Until yesterday, the end of February continued to be the target opening; however, after reviewing outstanding items that may be an optimistic date. Problems with the electrical supply to the roll down fire doors, relocation of the new wireless alarm box from the Chase Room into the library to support the new phones which no longer use copper lines and the testing of the entire alarm system will most likely delay the opening beyond the end of February. Mrs. Favreau recommended waiting to update the timeline until a better idea of a realistic opening date can be determined.

In addition, the architect has been asked to come up with a design for a separate HVAC system for the new IT Room since the temperature continues to be too warm for the IT equipment. The new HVAC unit will then be devoted strictly to the new Friends office and the new Conference Room.

The electricians will be in tomorrow to connect electricity to the new service desks, followed by data cabling connections and IT equipment installation. Other pending items include the new punch list for cosmetic items to be addressed by the contractor, installation of Fire Exit signs requested by the Fire Captain and correcting outlets that are not working.

Creative Library Concepts is scheduled to come back 1/27/25 to drill cable grommets in the desks for IT equipment. Hopefully pending furniture delivery will arrive as well. The purchase of 2 additional tables is being investigated.

Other construction news: The ADA fire exit doors have been installed. Chatham Moving and Storage will need two weeks' notice to move the staff and material back into the main building. The Library will probably need to close for a week in order to move out of the Chase Room and trailer.

BUILDING & GROUNDS COMMITTEE

The Board was directed to the distributed Buildings and Grounds Report.

PERSONNEL COMMITTEE

Mr. Binting reported staff received 2025 pay increase letters earlier in the month.

Mrs. Favreau reported an internal candidate applied for the full time Librarian position resulting from Jayde Valosin's resignation effective January 11, 2025.

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

"Resolved to approve hiring Jenna Hansen as Youth Services Librarian FT to replace Jayde Valosin, effective January 17, 2025"

As a result of Ms. Hansen's appointment, her part time Library Assistant position will need to be filled.

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

"Resolved to approve advertising and filling the position of Youth Services Library Assistant PT to replace Jenna Hansen"

POLICY COMMITTEE

Nothing to report.

TECHNOLOGY COMMITTEE

Mr. Luber advised the new public PC's are scheduled to be delivered and installed in the Library by Main in early February. During that time, Mr. Daniher will also begin to install the PC's that were in storage. The new IP phones installation is complicated and will not be fully up and running until the all staff phones are relocated to the main building, the telephone voice lines are ported over to digital lines and the Meraki switches are activated on the new Borough phone network. As mentioned earlier, the burglar and fire alarm cannot be ported over to the IP phones system until the alarm company moves the cellular system into the Library. The new panic buttons will also require cellular connections.

Cable wiring for the Circulation Desk was completed. Electrical terminations to the furniture were completed; however, other electrical and data wiring will continue through the remainder of January. Maple Rock Communications installed conduits above the ceiling in the primary IT Room. The contractor will close the access holes with sheet rock later in January.

SCHOOLS AND TEENS

Mr. Paradiso reported schools are getting ready for author visits. He requested books of the visiting authors be placed on display in the Chase Room. Also, he will be inviting the Youth Services Librarians to March Family Reading Nights at the elementary schools. Mr. Paradiso mentioned students are looking forward to the Library's reopening and again offered to advertise the reopening in the 3 elementary schools.

Friend of the Madison Public Library (FMPL)

FMPL will help plan the opening celebration. Mrs. Favreau will meet with the Hospitality Committee to discuss. A daytime celebration is preferred so families can attend.

MUF/Main Library Alliance (Main)

Nothing to report for MUF.

Mrs. Favreau reported the Polaris system is being replaced by Koha. Training begins in February, with the full transition in March.

OLD BUSINESS

Nothing to report.

NEW BUSINESS

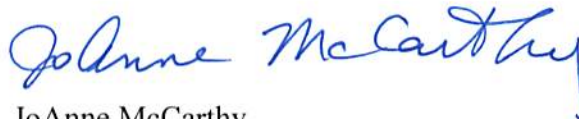
Nothing to report.

PUBLIC COMMENT

None

The meeting was adjourned at 8:55 pm.

Respectfully submitted,



JoAnne McCarthy
Secretary