

FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON
(the “Library”)
THURSDAY, February 13, 2025
7:30 PM

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

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

Absent: Joseph Riopel, Christopher Paradiso

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 (“the Board”) for the year 2025 have been given. Further, notice of this meeting was posted on February 7, 2025, notifying the public that the meeting of the Library Board of Trustees scheduled for February 13, 2025 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 January 16, 2025 Regular Meeting of the Board were presented for consent. There being no corrections, the Board unanimously approved and accepted the distributed minutes.

PRESIDENT’S REPORT

Mr. Binting mentioned he has nothing to report.

TREASURER’S REPORT

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

Ms. Boyle joined the meeting.

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

“Resolved that the February Bill List in the amount of \$75,563.52 be and hereby is approved”

Mr. Luber then reviewed the Library’s financial reports for the year ended January 31, 2025. 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 January 2024 with digital circulation again surpassing prior month’s statistics. As previously mentioned, all Main libraries are transitioning from Polaris’s Leap to Bywater’s Koha Integrated Library System effective March 24, 2025. Staff is currently undergoing Koha training. All holds will go on hold at 5pm on February 14, 2025 with no new holds accepted until after the transition. Holds in the system will continue to be fulfilled to reduce the number of holds required to be manually entered into Koha

once it's migrated on March 24, 2025. Customer Service is expected to be higher than usual until Koha goes live. Koha will require new PINs; PINS will go from 4 digits to 5 digits. To accommodate this change the last 5 digits of the telephone number on file will automatically become a patron's PIN on March 24, 2025. Ms. Boyle suggested communicating this change to the schools. Circulation is trying to get ahead of the PIN change by encouraging patrons who visit the Library or register for a new library card to change their PINs now.

Mrs. Favreau pointed out transitioning to Koha would be challenging for staff under usual circumstances but is intensified due to construction and asked Ms. Bowen to provide a summary of Koha. In person training sessions are ongoing. On March 21st Leap will be offline for the weekend and go live on Monday March 24th. As mentioned, new holds can no longer be placed after 5 pm on February 14th because holds will have to be manually entered into the new system and new PINs will be issued to patrons. Circulation Staff is very effective in communicating the changes to patrons regarding Koha and assisting with patron requests.

Adult Services reported the highest Libby circulation to date and advises Hoopla will no longer require a PIN unlike Koha. Logging into Hoopla will only require email and password. Technical Services inventory of the collection is almost complete, Chase Room books and a few picture books are remaining to be inventoried. Mrs. Favreau extended a huge thank you to staff, Ms. DeRose and Ms. Bowen for masterminding and going through 80,000 inventory items. The Library's complete collection is also now fully available to patrons. Inventory in the historical rooms is beginning with two volunteers and will take time. Programming and craft classes continue to go well. Youth Services is planning for Summer Reading, the theme is Art.

Mrs. Favreau provided an update on construction. Due to issues with the fire doors, the fire alarm appointment for the final inspection has been delayed. After inspection and issuance of Certificate of Occupancy, 2 weeks advance notice is needed by Chatham Moving and Storage and 3 weeks advance notice is needed by Borough for the installation of phones. The target opening for end of February is no longer feasible, based on the aforementioned pending issues a better target would be to publish a spring opening. Mrs. Favreau reviewed the planning stages for the grand reopening of the Library coordinated with the assistance of the Friends of the Madison Public Library.

Furniture delivery and installation is mostly complete. The kitchen counter needs to be recut. Lobby banquette fabric will need to be revisited due to extreme delays in the fabric originally chosen. The rear IT Service Room HVAC split unit plan was submitted by the architect, the submitted location of the unit needs to be changed. The plan is being reviewed by the Borough and IT Manager, Robert Daniher. Lastly, furniture that was purchased when the Library was first opened will be auctioned in New York.

BUILDING & GROUNDS COMMITTEE

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

PERSONNEL COMMITTEE

Ms. Sawyer requested a motion to approve advertising and filling a maternity leave position in Adult Services.

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

"RESOLVED, that the Library Director, and any such staff as she may in her discretion designate, be and hereby are authorized to take any steps necessary to hire a Part Time Adult Services Librarian/Library Intern, including but not limited to, placing advertisements regarding such position, interviewing candidates and engaging such new staff member on such terms and timeframe as the Director may approve."

POLICY COMMITTEE

Nothing to report.

TECHNOLOGY COMMITTEE

Mr. Luber advised Main completed installation of new staff and public PC's and TBS has been installed on all Adult Services public PCs and staff laptops but will need to return to complete TBS install on Youth Services public PCs and the Youth Services Supervisors laptop. Staff will need to be trained.

As previously reported, the IP phones are currently configured for the Chase Room and trailer. When we move back into the Library, the phones must be moved at the same time and be connected to the Meraki switches. The network does not support a phased cutover. The Borough requires 3 weeks prior notice of the cutover date.

Mr. Daniher, IT Manager, reported the fire alarm panel relocation and conversion to cellular connectivity was completed on February 6th and is fully functional in both the Chase Room and Main Library. The new cellular burglar alarm and panic buttons were installed on February 7th but are not activated as some repair work is necessary due to door contacts being damaged during construction.

All furniture data and electrical wiring has been completed. Older electrical outlets need to be fixed by West End Electric. Maple Rock Communications completed the installation of the conduit system for network cables in the primary IT Room.

The Board and Mrs. Favreau complimented Mr. Daniher's thoroughness.

SCHOOLS AND TEENS

Mrs. Favreau read Mr. Paradiso's report in his absence. The public Library and the elementary schools will be partnering on three upcoming events happening in the month of March. The Youth Services librarians will be attending all three family reading nights for the elementary schools to help sign students up for library cards and distribute information about the Library. They will also be assisting with the Ross Burach author visit that is happening the first week of March and will advertise books by that author in the Library. Books by Kate DiCamillo will also be advertised in the Library to coincide with our annual district wide One School One Book that is taking place the third week of March with a surprise book by Ms. DiCamillo.

FRIENDS OF THE MADISON PUBLIC LIBRARY (FMPL)

FMPL participation in the planning for the grand reopening plans for the Library was discussed by Mrs. Favreau during the Director's Report.

MUF/Main Library Alliance (Main)

Nothing to report for MUF.

Koha transition was discussed by Mrs. Favreau during her Director's Report.

OLD BUSINESS

Nothing to report.

NEW BUSINESS

Ms. Boyle mentioned students have the opportunity to purchase books by the author visiting the schools so the student can receive a signed edition. Ms. Boyle suggested all three schools purchase the books locally through Madison's The Nature of Reading bookstore which will be done.

PUBLIC COMMENT

None

The meeting was adjourned at 8:35 pm.

Respectfully submitted,



JoAnne McCarthy
Secretary