

FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON
(the "Library")
THURSDAY, March 13, 2025
7:30 PM

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

Absent: Christopher Paradiso

Mr. Binting called the meeting to order at 7:33 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 March 7, 2025, notifying the public that the meeting of the Library Board of Trustees scheduled for March 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.

Christine Boyle joined the meeting.

The minutes of the February 13, 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

Nothing to report.

TREASURER'S REPORT

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

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

"Resolved that the March Bill List in the amount of \$36,235.48 be and hereby is approved"

Mr. Luber then reviewed the Library's financial reports for the month ended February 28, 2025. Construction project expenses were also reviewed.

DIRECTOR'S REPORT

Mrs. Favreau reviewed her monthly report. Non-digital, digital circulation and foot traffic have dropped off slightly perhaps due to the suspension of holds resulting from installation of the new Integrated Library System (ILS) on March 24. Programming for adults and children along with craft kits continue to be successful. Main and the Library continue to prepare for the transition from Polaris to Koha ILS. Staff is utilizing the Koha practice module. Polaris reports will be run before the transition to be sure we have as much information as possible available in a familiar format until we have a better understanding of the reporting capabilities in Koha.

Mrs. Favreau advised Main is strongly encouraging libraries in the consortium to close early when Polaris goes offline at 5 pm. Mrs. Favreau requested a 4:30 pm closure on Friday, March 21st.

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

“RESOLVED, that in connection with the adoption and installation a new Main Integrated Library System for book borrowing among MAIN member libraries, the closure of the Library to the public at 4:30 pm on March 21, 2025 be and hereby is approved.”

Over the weekend the Library will use Koha in offline mode, meaning writing down borrows and returns. Information will be entered into Koha when the system goes live on March 24th.

Chatham Moving and Storage is on notice that once the Library receives its Certificate of Occupancy we will need to schedule the move out of the trailer and Chase Room. Staff will need up to two weeks to complete the final move back into the library, less time may be required to set up computers and get Chase Room books back on the shelves but two weeks allows for unforeseen glitches.

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

“RESOLVED, that in order to accommodate the preparations for the re-opening of the Library collections and business in the newly renovated library space, the closure of the Library to the public for up to two weeks at the discretion of the Library Director be and hereby is approved.”

Emergency exit lights cited by the building inspector are on order since Monday. Delivery and installation are expected to take place by the end of the month. We are waiting for delivery of the banquettes for the lobby and study tables along the wall adjacent to the conference room. The rear IT Service Room HVAC split unit plan is out for quotes. The Adult Services Emergency Exit continues to be listed on the JIF’s report; we have not seen an engineering report from the firm employed by the Borough.

BUILDING & GROUNDS COMMITTEE

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

PERSONNEL COMMITTEE

Ms. Sawyer reported advertising for an Adult Librarian to cover a maternity leave and a Part Time Library Assistant have been placed.

Ms. Sawyer also advised a new vendor will be reviewed to perform candidate background checks.

POLICY COMMITTEE

Mr. Riopel advised he and Mrs. Favreau identified the Study Room Policy as the next policy for Committee review; however, with the upcoming reopening it will be superseded by a Teen Room Policy. Policies are forthcoming.

TECHNOLOGY COMMITTEE

Mr. Lubber advised all service desk PCs have been installed and are ready for use. All public PCs are also

online and ready. Main is troubleshooting a printing issue in Youth Services.

As previously reported, the IP phones currently configured for the Chase Room and trailer must be moved at the same time into the library and be connected to the Meraki switches. The Borough was advised on February 28th to begin the process for the required cutover.

Mr. Daniher, IT Manager, reported installation of the new cellular burglar alarm and panic buttons was completed on February 27th. Subsequent to writing the Technology Report the double doors in the maintenance room have been repaired by the Maintenance Supervisor, Mr. Heesemann, and the alarm contacts are working.

SCHOOLS AND TEENS

Mrs. Favreau read Mr. Paradiso's report in his absence. Madison Public Schools are in full swing for Read Across America month. As reported last month the Youth Services librarians are attending all three family reading nights for the elementary schools; 2 of the nights have already taken place, the last is scheduled for the end of the month. The Library has also helped to advertise visiting author, Ross Burach, and Kate DiCamillo, the author for the schools' One District One Book program.

FRIENDS OF THE MADISON PUBLIC LIBRARY (FMPL)

FMPL had to relocate the Minicourses since the Library is not open to public yet and Grace Church offered their location if the April 26th Gala cannot take place in the Library.

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

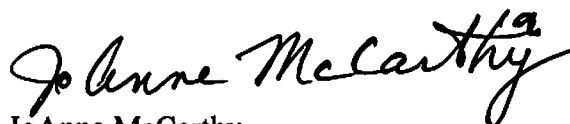
Mrs. Favreau invited the Board to her Library presentation to the Madison Rotary, on Thursday, March 20th to be held at the Madison Y at 7:30 am.

PUBLIC COMMENT

None

The meeting was adjourned at 8:38 pm.

Respectfully submitted,



JoAnne McCarthy
Secretary