

FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON
(the “Library”)
THURSDAY, April 10, 2025
7:30 PM

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

Absent: Christine Boyle

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

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 (“the Board”) for the year 2025 have been given. Further, notice of this meeting was posted on April 6, 2025, notifying the public that the meeting of the Library Board of Trustees scheduled for April 10, 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 March 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

Mr. Binting asked Mrs. Favreau to update the Board on the latest Building Inspection. The emergency lighting installation passed inspection; however the Fire Inspector noticed a discrepancy with the submitted architectural plans and the permit application for the Rushmore Room fire door. The submitted plans require the fire shutter door to be connected to Fire Alarm which it is not, it is heat activated with a fusible link. In addition, the seal around the fire door is inadequate and the fire wall above the ceiling needs to be extended to the roof. A Temporary Certificate of Occupancy (TCO) can be issued once the seal is corrected and access to the Historical Society Office, Taber and Rushmore Rooms are blocked off from patron use. An inspection of the seal is scheduled for April 14, 2025. Provided the TCO is issued, the April 26, 2025 Gala hosted by the Friends of the Madison Public Library can be held in the Library. The Board discussed performing construction to correct this fire deficiency while the Library is open to the public provided the Historical Society Office, Taber and Rushmore Rooms are adequately blocked off to prevent patron use and limit construction worker access to the area until the fire wall and fire door are corrected, inspected and a Certificate of Occupancy is issued.

TREASURER’S REPORT

Mr. Luber presented the Treasurer’s Report, during which he reviewed the April 2025 Bill List. Payments to vendors assisting with the publication of “A History of Madison” were noted.

After discussion, upon motion of Mr. Riopel and seconded by Ms. Hansbury, the Board unanimously
“Resolved that the April Bill List in the amount of \$52,355.07 be and hereby is approved”

Mr. Luber then reviewed the Library's financial reports for the month ended March 31, 2025. Construction project expenses were also reviewed.

DIRECTOR'S REPORT

Mrs. Favreau reviewed her monthly report. Demand for Museum Passes, Discovery materials, books and magazines are increasing. The entire collection is open to patrons and requires staff to pull items from the Library for patrons. As mentioned last month, the transition to a new Main Integrated Library System (ILS), Koha, from Polaris presented problems retrieving statistics. Circulation statistics for the period 3/1/25 through 3/21/25 were generated by Polaris. After Polaris went off line the evening of 3/21/25 Koha reports were not available for the remainder of March.

An anticipated change in Interlibrary Loan (ILL) borrowing was made simultaneously with the new ILS software. Previously, the owning library's rules for lending applied; under Koha the rules of the transacting library apply. For example, any items borrowed from other libraries and checked out in Madison will follow Madison's rules; therefore, since the Library is fine free those borrows, regardless of the library the item came from, will not incur fines. This change simplifies services for staff and patrons.

Adult Services continues with successful virtual programs and outreach services. Libby circulation decreased a bit due to the switch to Koha. Staff is spending a good deal of time assisting patrons with getting back into systems due to PIN changes under Koha. Youth Services is busy preparing for Summer Reading while continuing to hold in person programs at The Community House. Technical Services continues to sort DVD's by genre and is wrestling with the impact of Koha on reporting and inventory records. Main is dealing with functionality right now, reporting issues will follow. In Polaris, new material was made available to Madison patrons during the first few weeks of arrival providing local taxpayers with the opportunity to check out or place holds prior to opening the item to the consortium; as of now, this feature is not available in Koha.

Mrs. Favreau updated the Board on the firm previously used for background checks.

The lobby banquettes and kitchen counter millwork were delivered and installed the week of April 7 to 11. Study tables which were ordered late are still pending delivery. The replacement parts for the damaged furniture system in the Technical Services area has been identified by Creative Library Concepts and will be repaired. Reimbursement will be sought from the contractor.

The architect's design for the installation of a split HVAC unit in the rear server room was approved. Quotes from various firms are being requested.

A letter will be sent out to the community, signed by the Library, the Museum of Early Trades and Crafts and the Executive Director of the Shakespeare Theatre of New Jersey explaining the impact the President's Executive Order to dismantle the Institute of Museum and Library Services (IMLS) will have at the local level and suggest ways to get involved and/or support libraries and museums. The loss of funding to the IMLS will trickle down to the states and services such as available data bases and delivery services will become more expensive to libraries. IMLS is reconstituted every 10 years which comes up next year, so the future of IMLS is precarious.

BUILDING & GROUNDS COMMITTEE

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

PERSONNEL COMMITTEE

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

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

"Resolved to approve hiring Samantha Cappitelli as Youth Services Programming Library Assistant, Part Time, effective April 9, 2025"

"Resolved to approve hiring Olivia Boisnier as Librarian, Part Time, effective April 14, 2025"

POLICY COMMITTEE

Mr. Riopel presented the Teen Room Policy.

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

"Resolved that a revised Madison Public Library Teen Room Policy as presented and reviewed, a copy of which is attached to these minutes, be and hereby is adopted and approved"

The next policies to be reviewed are the Study Rooms and Social Media.

TECHNOLOGY COMMITTEE

Mr. Luber advised the new ADA service desk PC has been installed and was the last of the new service desk and public PCs to be installed.

Ajay Rangu, Borough Director of Technology, resolved the new IP phone issue permitting staff members to continue to work in the Chase Room and trailer as well as use the IP phones installed in the Library. The phones in the Chase Room and trailer will be reconfigured to work in the main building once staff moves into the Library.

Mr. Daniher, IT Manager, reported as of March 31, 2025 all construction project-related technology tasks have been completed.

SCHOOLS AND TEENS

Mr. Paradiso reported the last day of school is June 13, 2025 due to referendum work being done over the summer and will reopen at the end of the first week in September. Once the Library's Summer Reading Program is finalized he invited the Youth Services Department to visit the schools to promote the program. Mr. Paradiso offered to advertise Summer Reading before schools close as well as the Library Grand Reopening once an opening date is determined.

Mr. Luber inquired as to the best way to get the History Book into the Junior and High Schools. Mr. Paradiso will follow up with Mary Thomas, Librarian for the Junior and High Schools.

FRIENDS OF THE MADISON PUBLIC LIBRARY (FMPL)

Mrs. Favreau will advise the Friends at their meeting on Monday that the FMPL Gala can take place in the Library on April 26th, provided a TCO is issued by the Borough,

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

Nothing to report.

PUBLIC COMMENT

None

The meeting was adjourned at 8:54 pm.

Respectfully submitted,



JoAnne McCarthy
Secretary