

FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON
(the “Library”)
THURSDAY, June 12, 2025
7:30 PM

Present: Mary Beth Hansbury, David Luber, Linda Sawyer, Maureen Byrne, Christine Boyle (Zoom), Christopher Paradiso (Zoom), Marilyn Favreau, Library Director and Mary Fevola, Finance and Administration Manager

Absent: Thomas Bintinger, President, Joseph Riopel and JoAnne McCarthy

Ms. Hansbury called the meeting to order at 7:30 pm. Mrs. Favreau 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 June 6, 2025, notifying the public that the meeting of the Library Board of Trustees will be held in person in the Chase Auditorium beginning at 7:30 pm with the option of electronic participation using the published Zoom link.

The minutes of the May 14, 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 June 2025 Bill List.

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

“Resolved that the June Bill List in the amount of \$54,137.54 be and hereby is approved”

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

DIRECTOR’S REPORT

Mrs. Favreau reviewed her monthly report. Digital circulation and electronic magazines are showing increased usage. Overall usage numbers and foot traffic are indicative of patrons returning to original patterns. In person groups are back and additional in person programs are on the horizon. The switch to Koha continues to be challenging in terms of patron PINs. Printing capabilities in the Adult Services Department have been enhanced with the addition of mobile printing software and payment via Square.

Issues with Baker & Taylor are becoming increasingly common for several libraries. The Library is exploring establishing book purchases with Ingram. Cataloguing through Ingram is different from Baker & Taylor and may present catalogue standardization issues within Main. When construction in the local history area is complete, work on cataloguing and organizing the local history room will resume. Summer Reading Kickoff will take place on June 17th. The theme is Color Your World. Staff, teen

volunteers and several Friends of the Library will help with the event.

Tremendously positive patron feedback is being received regarding the renovation. The June 1st Grand Re-opening was successful. A lovely news article advertising the opening was printed and has been distributed to the Board; a broadcast with a local community group also covered the event.

Technology in the Chase Room will need to be updated as the projector is not working in color and the sound system is struggling. Work on the firewall was started in the local history wing and an issue was encountered with a plaster wall blocking the cinder block. The plaster was tested for asbestos and thankfully was negative. The split HVAC unit in the new server room will be addressed soon. The Rushmore Room HVAC return is extremely forceful and will be addressed by trial and error fashion to determine the root of the problem. Issues with keys for the locks were corrected and the alarm system required a service call. In addition, the kitchen had a leak, requiring the wall to be opened and the pipe abated. The wall will be left open to monitor for leaking before Bruce Heesemann, Maintenance Supervisor, will close the wall and reinstall the kitchen sink and cabinets.

A patron who violated the Library's Code of Conduct was issued a letter barring the patron from the Library's premises for 3 months. The Library's attorney and the Madison Police Department worked to issue a letter of trespass to the patron. The police will be notified if the patron trespasses during the 3 month period. Board discussion regarding patron safety, liability and any other responsibilities, among other things, ensued to the Board's satisfaction. Mrs. Favreau indicated that she will follow up with the attorney regarding the topics discussed and the questions raised by the Board.

BUILDING & GROUNDS COMMITTEE

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

PERSONNEL COMMITTEE

Nothing to report.

POLICY COMMITTEE

Nothing to report.

TECHNOLOGY COMMITTEE

As mentioned during the Treasurer's Report, we have continuing issues with the new lighting system. Lights are remaining on all night, emergency lights are being triggered in the Youth Services Department stacks when the lights "idle timeout". Also, in the quiet reading room although patrons are present and moving around the lights idle time out. The lighting company is investigating.

Mr. Daniher, IT Manager, continues to revise the list of 2025 equipment replacements in accordance with the Library's equipment life cycle. The revised list should be finalized by July.

The Library is now operating on QuickBooks Online and all desktop company data was successfully migrated to the online platform.

The May 15th meeting with Police Chief John Miscia, Mrs. Favreau, Mr. Daniher and Mr. Heesemann to discuss security cameras inside and outside the Library took place. A follow up meeting was held on

May 30th with the Borough's system vendor for a walkthrough of the building and exterior to determine locations for potential camera and supporting server equipment. Phased implementation has been proposed. A quote is due before the end of June.

SCHOOLS AND TEENS

Mr. Paradiso reminded the Board tomorrow, June 13th is the last day of school. Ms. Skwirut and Ms. Hansen, Youth Services staff, visited the 3 elementary schools to promote the Summer Reading Program. A link to the Library's Summer Reading Program was included in the school's summer assignment flyers.

FRIENDS OF THE MADISON PUBLIC LIBRARY (FMPL)

Mrs. Favreau thanked the Friends for providing refreshments at the June 1st Grand Re-opening. The FMPL Touch-a-Truck is scheduled for July 20th on the Library property from 10:00- 2:00pm.

MUF/Main Library Alliance (Main)

Nothing to report for MUF.

Mrs. Favreau advised Koha transition continues to be fine-tuned and the Somerset County Library will soon be admitted.

OLD BUSINESS

Nothing to report.

NEW BUSINESS

Nothing to report.

PUBLIC COMMENT

None

The meeting was adjourned at 8:44 pm.

Respectfully submitted,



Marilyn Favreau
Pro Tem Secretary