

FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON
(the "Library")
THURSDAY, May 14, 2025
7:30 PM

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

Absent: Mary Beth Hansbury

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

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 April 30, 2025, notifying the public that the meeting of the Library Board of Trustees originally scheduled for May 8, 2025 was rescheduled for May 14, 2025 to be held in person in the Library beginning at 7:30 pm with the option of electronic participation using the published Zoom link.

The minutes of the April 10, 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 May 2025 Bill List.

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

"Resolved that the May Bill List in the amount of \$117,568.98 be and hereby is approved"

Mr. Luber then reviewed the Library's financial reports for the month ended April 30, 2025. Construction project expenses were also reviewed.

DIRECTOR'S REPORT

Mrs. Favreau reviewed her monthly report. Circulation reported not all statistics were available again due to the Koha transition and should be available next month. Non-digital and digital circulation continue to climb vs last year. Libby Magazines saw a 100% increase compared to the same time last year. The Library closed from April 23rd to April 29th to prepare for reopening. Circulation staff efficiently moved Chase Room operations into the Library. We are already hearing from patrons to book the Chase Room; the Room will be cleaned and ready for the upcoming May 28th Friends Minicourses as well as June voting.

Adult Services continues to schedule successful virtual programs until the Chase Room is ready. Outreach services are much appreciated by Sunrise Living as evidenced by healthy checkout statistics. Libby circulation recovered from last month's reported decrease and Hoopla usage continues to outperform itself each month. Youth Services took a brief hiatus from programming to move back into the Library and plan Summer Reading; programming will resume in May in the Chase Room. The Teen Volunteer Program will commence by the start of the Summer Reading Program which is scheduled for a soft launch the week of June 9th with the Kickoff scheduled for June 17th. Technical Services with assistance from the Circulation staff completed sorting DVD's by genre and adding signage. Koha reporting and inventory records continue to present challenges resulting in developing new work flows and procedures. Inventory of the Archives, Taber and Rushmore Rooms are in the preliminary stages. Adult craft classes and Grab and Go Kits continue in popularity. With the exception of outreach craft classes at Sunrise Assisted Living, in person craft classes will move to the Chase Room.

The Library received a Temporary Certificate of Occupancy on April 22nd which permits the Friends' Gala to be held on April 26th and the Library to reopen on April 30th. The Temporary Certificate was issued on the condition the historical wing of the building remain closed off to patrons until the fireproofing of the wall outside the Rushmore Room entrance can be corrected. The work will begin after Memorial Day and should take no more than 2-3 weeks. The administrative staff with the assistance of Chatham Moving and Storage moved from the trailer into the Library on May 5th. The Library Grand Re-opening Celebration is scheduled for Sunday June 1st. The Friends of the Library have graciously offered to help with refreshments.

Quotes for the split unit install in the rear IT Server Room continue to be solicited. The intention is to have the work completed before the weather gets too hot.

BUILDING & GROUNDS COMMITTEE

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

PERSONNEL COMMITTEE

Ms. Sawyer reported three part time student pages were hired and requested approval by the Board.

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

"Resolved that the hiring of three Library Pages Part Time, effective April 30, 2025 be and hereby is ratified, approved and confirmed"

POLICY COMMITTEE

Mr. Riopel presented the Conference Room Policy.

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

"Resolved that the Madison Public Library Conference Room Policy as presented with agreed upon formatting and amendments as discussed and any amendments deemed necessary in future meetings, be and hereby is adopted and approved"

TECHNOLOGY COMMITTEE

Mr. Luber advised the remaining 10 IP phones that were located in the trailer and Chase Room have now been relocated to the main building which completes the installation of the new IP system for the Library. In addition, all the Chase Room technology – the file server, wireless controller, computers, etc. have been relocated back in the main building.

Mr. Daniher, IT Manager, will be consulting with staff supervisors regarding the eight public laptops to decide whether or not to replace. With the renewal date of June 17th for QuickBooks Desktop quickly approaching, a decision needs to be made when to move to QuickBooks Online. The corresponding migration of data from the desktop version to online will be investigated by Mr. Daniher and Ms. Fevola.

A meeting is scheduled for May 15th with Police Chief John Miscia, Mrs. Favreau, Mr. Daniher and Mr. Heesemann, Maintenance Supervisor, to discuss Madison Police Department plans to install security cameras inside and around the exterior of the Library along with associated costs.

SCHOOLS AND TEENS

Mr. Paradiso advised students are looking forward to the annual Summer Reading Program. Ms. Skwirut, Youth Services Supervisor is invited to the 3 elementary schools before the last day of school, June 13, 2025, to discuss this year's Program. The last day to checkout books from the school libraries was today; Mr. Paradiso anticipates an increase in student use at the Library.

FRIENDS OF THE MADISON PUBLIC LIBRARY (FMPL)

Mrs. Favreau advised the FMPL Gala held at the Library on April 26th was successful. As mentioned earlier, FMPL will serve refreshments at the June 1st Grand Re-Opening.

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

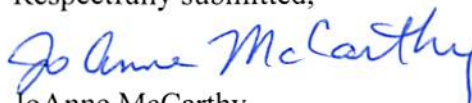
Nothing to report.

PUBLIC COMMENT

None

The meeting was adjourned at 8:32 pm.

Respectfully submitted,



JoAnne McCarthy

Secretary