

FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON
(the “Library”)
THURSDAY, September 15, 2025
7:30 PM

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

Absent: Linda Sawyer and Christine Boyle

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

Mr. Bintinger called the meeting to order at 7:32 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. In particular, notice of this meeting was posted on September 5, 2025, notifying the public that this meeting of the Library Board of Trustees which was originally scheduled for September 11, 2025 would be held on September 15, 2025 in person in the Library’s Taber Room beginning at 7:30 pm with the option of electronic participation using the published Zoom link.

The minutes of the July 10, 2025 Regular Meeting of the Board were presented for consent. Ms. McCarthy motioned for approval; Mr. Luber seconded. The minutes were unanimously approved.

PRESIDENT’S REPORT

Mr. Bintinger reviewed the 2024 independent audit report, previously distributed to the Board.

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

“Resolved that the 2024 Audit Report be and is hereby approved as presented”

The audit is required by statute to be sent annually to the Borough Council Members, Mayor, Administrator and Chief Financial Officer. A separate letter and Transmittal Report to the Borough, providing a brief summary of the audit reports of the Library and Madison Public Library, Inc. (the Endowment), also previously distributed, was reviewed.

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

“Resolved that the Transmittal Report be and is hereby approved as presented”

Library Closure Dates for 2026 were presented for approval.

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

“Resolved to approve the 2026 Library Closure Dates”

TREASURER'S REPORT

Mr. Luber presented the Treasurer's Report, during which he reviewed the July, August and September 2025 Bill Lists.

Due to a larger than expected legal expense, the July Bill List estimates should be increased to \$42,000.

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

“Resolved that the July Bill List estimates increase from \$36,090 to \$42,000 be and hereby is approved”

Mr. Luber confirmed expenses for August were below the \$50,000 authorized at the July Board Meeting and requested approval of the August Bills paid.

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

“Resolved that the payment of August 2025 bills in the amount of \$35,652.61 be and hereby is approved”

Mr. Luber reviewed the September Bill List and payments made under Resolution 2023-12

Upon motion of Mr. Riopel and seconded by Ms. McCarthy the Board unanimously

“Resolved that the September Bill List in the amount of \$45,708.69 and payments made in accordance with Board Resolution 20123-12 be and hereby are approved”

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

DIRECTOR'S REPORT

Mrs. Favreau reviewed her monthly report.

September is Library Sign Up month. Since we recently awarded gift baskets for the Library's reopening and Summer Reading, the Circulation department will award one \$50 Madison Chamber of Commerce Gift Check from a drawing to be held on October 1st. Non digital circulation remains lower than pre-construction statistics but is continuing to increase, closing the gap. Foot traffic, library card sign ups and notarizations during July and August were robust.

Adult Programing continues through participation in the Main sponsored programs while a staff member is on maternity leave. Programing will increase in October when the staff member returns. Outreach to Drew and FDU are coming up at the end of September. Libby check outs in August were the highest for the year and continue to break prior month's records.

The Tech Services department has been busy getting the Historical Wing of the Library ready to reopen. Additions and withdrawals from collections continue despite difficulty with Baker & Taylor fulfilling orders. The acquisition of Baker & Taylor was recently announced; hopefully services will improve. In the meantime, orders are also being placed with Ingram. Adult crafts and social media both have strong followings.

Youth Services Summer Reading had the second highest year of participation, slightly below the 2019 all-time high. Youth Services Librarians will attend Back to School Nights and teen volunteers will begin a Teen Tech Help for Seniors Program meeting twice a week.

Touch a Truck sponsored by the Friends of the Madison Public Library (FMPL) was very successful. The contract with Somerset Media Group was signed to update the AC equipment in the Chase Room, which will be paid for by FMPL.

The last 5% of grant funds from the State Library was received and paid to the Borough. The damaged parts to the Technical Services area workstations were replaced and the Library received a credit from Daskal for damaged items the Library was able to document. There is at least one payment due to Daskal for the final 1% retainage of contract costs.

Regarding the building, the split unit in the rear IT Server Room has been installed. Mr. Heesemann, Maintenance Supervisor, will contact a new vendor to address the burglar alarm and panic button issues.

Mrs. Favreau reviewed the guidance received from legal counsel concerning the patron who was issued a trespass letter for violation of the Library's Code of Conduct. The 3 month suspension came to an end on September 5, 2025; to date the patron has not returned. The Library's attorney has advised that, in this matter, the Library has taken all advisable steps at this time and the Library does not have a duty to take further actions with respect to community members.

BUILDING & GROUNDS COMMITTEE

The Board was directed to the distributed Buildings and Grounds Report. Work on the air conditioning unit in the Rushmore Room was highlighted.

PERSONNEL COMMITTEE

Mr. Bintinger presented the Personnel Committee Report on behalf of Linda Sawyer.

After discussion, upon motion made by Mr. Bintinger and seconded by Mr. Riopel the Board unanimously

“Resolved that the hiring Ellen Zander Malosh as occasional Substitute Librarian effective September 1, 2025 be and hereby is approved;

“Resolved that the hiring Kathryn Germinder as Library Assistant Part Time, effective September 15, 2025 be and hereby is approved;

“Resolved that the transition of Danielle Bergen from Adult Services Librarian Full Time to Adult Services Librarian Part Time, from October 6, 2025 through December 31, 2025 be and hereby is

approved”

POLICY COMMITTEE

Nothing to report.

TECHNOLOGY COMMITTEE

Mr. Luber reviewed his report.

As previously reported the new lighting system continues to have issues. The lighting company, SLS, determined incorrect sensors were installed in the high ceiling, public areas of the library and replaced the existing sensors with heat-sensing sensors at their expense. The other areas of the Library will remain with motion sensors. Replacement and recalibration took place on September 10th and the Library was closed to the public until 2 pm to enable the retrofit. A report will be made to SLS after monitoring the sensors in the coming week.

As mentioned In July, Somerset Media was asked to provide a quote for a complete upgrade and replacement of the Chase Room Audio Visual (AV) equipment. A second quote from CSAV Systems in Colts Neck, NJ was also obtained. Somerset Media’s quote was slightly lower and accepted. Installation will begin sometime in the fall. The FMPL will pay the full cost for the new AV system. FMPL previously set aside \$30,000 for the upgrade which was deferred until after the Library’s construction project as the Chase Room was used to house a mini Library and Circulation department.

Mr. Daniher, IT Manager, submitted the purchase request to Main for 3 desktop computer replacements, 1 public desktop and 3 staff laptops. Supervisors recommended not replacing the public laptops purchased in 2020 which therefore were removed from the 2026 purchase plan. This permits other technology needs to be addressed in 2026.

Lastly, Upcycle, a free, nonprofit technology firm in Fairfield NJ collected the Library’s first batch of broken and unused technology equipment on August 8th. Upcycle will arrange for proper recycling and disposal.

SCHOOLS AND TEENS

Mr. Paradiso reported school started. The Youth Services Librarians will be attending all 3 Back to School Nights and will be available to sign up new school families with library cards. Also, the Superintendent is on leave of absence; the Acting Superintendent is Dr. Donna Gallo. Mr. Paradiso reminded the Board any Library announcements can be disseminated through the weekly electronic backpack sent to school families.

FRIENDS OF THE MADISON PUBLIC LIBRARY (FMPL)

Mrs. Favreau reported Touch-a-Truck was a successful event held on July 20th on the Library property. FMPL will be sending their Annual Appeal letters soon.

Morris Union Federation (MUF)/Main Library Alliance (Main)

Nothing to report for MUF.

Mrs. Favreau mentioned Main's Annual Report was included in the Board's material. Berkeley Heights Public Library is now online and Somerset County Library is scheduled to be next.

OLD BUSINESS

Nothing to report.

NEW BUSINESS

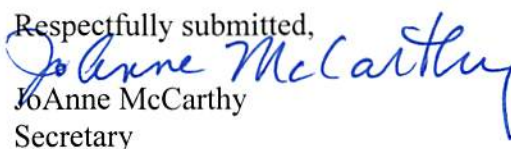
The Madison Board of Education will present a "Recognition of Community Partner" award to the Library tomorrow evening, acknowledging the Library's support to the schools.

PUBLIC COMMENT

None

The meeting was adjourned at 8:25 pm.

Respectfully submitted,


JoAnne McCarthy
Secretary