

**FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON
REGULAR MEETING OF THE BOARD OF TRUSTEES
THURSDAY, APRIL 11, 2013
7:30 PM**

Present: Thomas Binting, presiding, Robert Coultas, Angela Donovan,
MaryBeth Forte, Gary Ruckelshaus, William VanRyzin and Nancy Adamczyk,
Library Director
Absent: Mayor Robert Conley

Mr. Binting called the meeting to order at 7:30 PM. Mrs. Forte announced on October 11, 2012 in accordance with Public Law 1975, Chapter 231, approved October 21, 1975 and known as the "Open Public Meetings Act," proper notice of this meeting and all Library Board meetings for the year 2013 was posted and shall remain posted throughout the year on the official Library Bulletin Board. Notice was mailed also to the Madison Eagle, to the Daily Record, and hand-delivered to the Borough Administrator.

The meeting was adjourned to executive session at 7:31 PM.

The meeting was readjourned to regular session at 7:50 PM.

The minutes of the March 14, 2013 Regular Meeting were presented for consent – accepted as presented.

TREASURER'S REPORT

Mr. Ruckelshaus reviewed the Library's financial reports through March 2013.

Upon the motion of Mr. Ruckelshaus and seconded by Mrs. Forte it was unanimously

"Resolved to approve the April bill list in the amount of \$38,384.83."

Upon the motion of Mr. Coultas and seconded by Mrs. Forte it was unanimously

"Resolved to approve the 2013 budget as presented at the meeting with slight adjustment to 1/3 mil figure."

PRESIDENT'S REPORT

Mr. Binting reported there is a search for new trustees to complete the terms vacated by Christine Dalena and Edward Nunn. Mr. Ruckelshaus gave a report on the Disaster Recovery Conference he attended.

DIRECTOR'S REPORT

Mrs. Adamczyk reported circulation numbers are increasing.

Upon the motion of Mr. Coultas and seconded by Mrs. Forte it was unanimously

“Resolved to authorize for the Library Director to sign the Memorandum of Understanding, Bristol-Myers Squibb anti-Trust Settlement for Public Library Cancer Prevention Collections.”

BUILDING AND GROUNDS

Mr. VanRyzin reported there have been alot of technical issues with the HVAC system that has involved Honeywell and Teknikon. Borough officials have been consulted also. He indicated that it is important to get the RFP for the HVAC study out soon after approval of the ordinance.

Upon the motion of Mr. Binting and seconded by Mr. Coultas it was unanimously

“Resolved to authorize the Building and Grounds Committee to work with the Borough Engineer in developing an RFP for the HVAC study.”

PERSONNEL

Mrs. Forte reported the position of the Children's Services Department Supervisor is open and there is a search for the right candidate.

Upon the motion of Mrs. Forte and seconded by Mr. Coultas it was unanimously

“Resolved to approve the revised Senior Library Assistant job description.”

Upon the motion of Mrs. Forte and seconded by Mr. Coultas it was unanimously

“Resolved to approve to hire Veronica Kemp as Senior Library Assistant, Technical Services and Circulation duties at an annual salary of \$35,000.”

Upon the motion of Mrs. Forte and seconded by Mr. Ruckelshaus it was unanimously

“Resolved to authorize the Library Director to make standardized language/editorial changes to job descriptions without Board approval.”

Upon the motion of Mrs. Forte and seconded by Mr. VanRyzin it was unanimously

“Resolved to authorize the Library Director, in consultation with the Personnel Committee, to increase hours for current part-time staff and/or advertise for new part time staff to accommodate staffing requirements.”

Upon the motion of Mr. Coultas and seconded by Mrs. Forte it was unanimously

“Resolved to authorize continued discussion with the Library of the Chathams to change the status of the Technology Assistant Position to a full time position.”

MUF

Ms. Donovan reminded Trustees of the May 1 MUF dinner meeting. It was suggested that discussion of storm recovery would be worthwhile.

FMPL

No report

TECHNOLOGY COMMITTEE

No report

SCHOOLS AND TEENS

No report

LONG RANGE PLANNING/DEVELOPMENT COMMITTEE

No report

OLD BUSINESS

None

NEW BUSINESS

None

PUBLIC COMMENT

None

The meeting was adjourned at 8:57 PM.

Respectfully submitted,

MaryBeth Forte
Secretary