

**FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
THURSDAY, APRIL 10, 2014  
7:30 PM**

Present: Thomas Binting, presiding, MaryBeth Forte, David Luber, Dorothy Meaney, Gary Ruckelshaus, William VanRyzin and Nancy Adamczyk, Library Director  
Absent: Mayor Robert Conley, Robert Coultas, Stephanie Nesser

Mr. Binting called the meeting to order at 7:35 PM. Mrs. Forte announced on October 11, 2013 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 2014 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 minutes of the March 13, 2014 Regular Meeting, March 13, 2014 Executive Session and February 22, 2014 Executive Session were presented for consent – accepted as presented.

**TREASURER’S REPORT**

Mr. Ruckelshaus reviewed the Library’s financial reports through March 2014.

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

“Resolved to approve the March bill list in the amount of \$36,307.22.”

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

“Resolved to adopt the 2014 Budget – (390 budget \$1,553,237 and 391 budget 49,875).”

**PRESIDENT’S REPORT**

Mr. Binting reported that three of six architectural firms that responded to the RFP were selected to give presentations and be interviewed. The interviews are completed and the Trustees are now in a position to select a firm for the project.

Upon the motion of Mr. Bintinger and seconded by Mr. Luber it was unanimously

“Resolved to award a contract to Gertler and Wentz Architects for the Picture Book Room design based on the satisfactory conclusion of contract review by the attorney and Borough Engineer in conjunction with Mr. Bintinger, Mr. VanRyzin and Mrs. Adamczyk.

A letter was received from Tom Piskula regarding identification needed for use of the Library’s public computers. Upon discussion, the issues raised by Mr. Piskula were considered when the computer policy was adopted last fall. Accordingly, Mrs. Adamczyk will respond that the Library’s computer policy was reviewed last fall and the policy in place is appropriate and gives consideration to the issue raised.

### **DIRECTOR’S REPORT**

Mrs. Adamczyk reported the Library was closed for 2 weeks for the abatement of the lobby area ceiling. Although it was longer than anticipated, all work was done to satisfaction. The Certificate of Occupancy was received Friday afternoon April 4 and the Library was reopened Saturday morning – all went very smoothly. The security system was dismantled after this project. Circulation in March was only down 10% even though we were closed 25% of available days.

Mrs. Adamczyk met with Diane Mann from the YMCA, Police and Fire Chiefs, the Community Service Officer and the new Traffic Officer regarding the parking on Keep Street. An ordinance would be needed to change parking rules on Keep Street. The Police Chief is willing to issue a summons to anyone who uses the lot not in conjunction with Library usage. There is an issue as to whether the Library lot is considered a public lot.

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

“Resolved to serve wine at a staff function on May 1, 2014.

### **BUILDING AND GROUNDS**

Mr. VanRyzin reported the baseboard heat should be fixed shortly. HVAC units have had only a few problems so far this year. The book drop had some damage during the winter months. The asbestos removal was completed as discussed under the Director’s Report. The Fire Inspector completed the annual inspection and a new certificate was issued. HVAC drawings are ready to go out to bid as soon as the addition of the restoration of the lobby ceiling is developed. The Griffin order was placed and should be here in June in connection with the Children’s summer program opening. The Courtyard Adhoc Committee is considering adding small tables and chairs which the Friends will be supporting.

## **PERSONNEL**

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

“Resolved to accept the resignation of Caroline Thompson.”

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

“Resolved to thank Caroline Thompson for all her work at the Library.”

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

“Resolved to approve the job description of the PT Program/PR Assistant which was revised to include Technology Tuesdays.”

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

“Resolved to approve to hire a PT Program/PR Assistant pending a successful background check, prior to the May Board meeting.”

## **MUF**

Mrs. Adamczyk reported the MUF dinner will be held May 7, 2014.

## **FMPL**

Mary Beth Cooney reported that Touch a Truck will be held on August 2, 2014. She indicated that Touch a Truck will be for the support of renovations in the Children’s Department. She has requested the assistance of the Trustees in connection with vendors who they might contact as sponsors. Materials were distributed.

## **TECHNOLOGY COMMITTEE**

Mr. Luber reported the Chase Room audio/visual enhancements were completed and are working. Frank Benedict has written directions for the equipment which should help in preventing inappropriate usage. The website is operating with slow access, so an analyst was hired to address the problem. A meeting was held to discuss requirements of on-line program registration. We may have a timing issue for summer program registration; therefore, there may be a need to go with a vendor product. Mr. Luber commented that he has reviewed the Server Room repairs made in connection with the asbestos remediation and has some questions which will be discussed with the Library consultant and the vendor.

**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 for an Executive Session 9:10 PM.

The meeting was adjourned at 9:25 PM.

Respectfully submitted,

MaryBeth Forte  
Secretary