

**FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON
REGULAR MEETING OF THE BOARD OF TRUSTEES
THURSDAY, DECEMBER 12, 2013
7:30 PM**

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

Mr. Binting called the meeting to order at 7:30 PM. Mrs. Adamczyk 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 minutes of the November 14, 2013 Regular Meeting were presented for consent – accepted as presented.

TREASURER'S REPORT

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

"Resolved to approve the December bill list in the amount of \$36,944.71."

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

"Resolved to approve a December 31, 2013 bill list not to exceed \$12,000."

Mr. Ruckelshaus and Mr. Binting reviewed the financial reports. Year to date actual results are in line with the budget; however, Mr. Binting anticipates that the Board will need to reallocate budget funds to cover the 200 Service excess expenditures due to the HVAC issues. Mr. Binting reported that a gift from the estate of Nancy Blank has been received by the Friends of the Library and which will be forwarded to the Library. The Board will discuss an appropriate expenditure of this generous bequest.

The Board reviewed a revised 2014 proposed budget reflecting a shortfall of revenues in the amount of \$15,835. Based on this financial picture the Board decided not to increase library service hours at the present time. Mr. Binting reminded the Board also that the Borough's contribution toward electric utility costs is an annual decision as it is in excess of the 1/3 of a mill required contribution. The Board agreed to pay salary increases with the first payroll in January. If the 2014 budget is still in a deficit position, the Board will revisit the issue.

PRESIDENT'S REPORT

Mr. Binting deferred his report to the Building & Grounds Committee report.

DIRECTOR'S REPORT

Mrs. Adamczyk reviewed the monthly report noting that the year to date circulation statistics compiled by Mr. Graham show an increase year to date of 7.5% over 2012 statistics. November circulation increased, but it's difficult to compare due to the late November 2012 closing for abatement. Mrs. Adamczyk continued with review of the Children's Services Department report. The Trustees requested a similar report on programming for adults from Mrs. Thompson.

Mrs. Adamczyk reviewed the year end contributions received for both the Library and Madison Public Library, Inc.

FRIENDS OF THE LIBRARY

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

“Resolved to approve the serving of liquor and a 4pm library closing on Saturday, March 8, 2014 for the Friends of the Library Benefit.”

Mrs. Adamczyk reported that the Annual Appeal is well underway and registration will start soon for the Drew Minicourse series.

BUILDING & GROUNDS COMMITTEE

Mr. VanRyzin presented the quotations for the annual HVAC service contract. Upon the motion of Mr. VanRyzin and seconded by Mrs. Meaney it was unanimously

“Resolved to retain Teknikon as the Library's HVAC service provider for 2014 based on the company's past service and knowledge of the Library's HVAC system.”

Mr. VanRyzin reviewed the monthly report compiled by Mr. Knudsen, Maintenance Supervisor, which reflected the severity of the HVAC issues and the need to repair the baseboard system. Upon the motion of Mr. VanRyzin and seconded by Mr. Luber it was unanimously

“Resolved to authorize expenditure up to \$16,000 for repair of the baseboard heating system which will be submitted to the Borough for capital ordinance payment when incurred.”

Mr. VanRyzin presented his overview of all outstanding projects on behalf of the Building & Grounds Committee. He focused primarily on the improvements starting with the HVAC engineering study and design of a replacement system. EI Associates has completed a design for replacement of the four rooftop units in the main building. Mr. VanRyzin noted that unit #3 is the most complicated as it includes 8 zones and requires access to the ductwork. In order to install a replacement unit it will be necessary to open up the ceiling to gain access to the ductwork. This will involve abatement of the ceilings in the lobby area and janitorial closet. The Building & Grounds Committee has suggested that the Picture Book Room be included as a separate part of any abatement project. The lobby abatement costs would be charged to existing

capital ordinances; abatement of the Picture Book Room would probably be a cost to the Library. Renovation of the Picture Book Room could be done following abatement.

A bid package will be needed for the HVAC replacement project, depending on approval of Borough capital funding, and the bid could be advertised in late winter. Upon completion of the abatement and HVAC replacement, lobby renovations could be completed.

Mr. VanRyzin reviewed the Space Design Plan prepared by Suzan Globus of Globus Design Associates which was reviewed by the Ad Hoc Committee with Ms. Globus.

Mr. VanRyzin mentioned that proposed public parking lot improvements should be completed when Belmont Avenue is paved. He has sent a potential plan to the Borough Engineer.

TECHNOLOGY COMMITTEE

Mr. Luber reviewed the committee projects discussed at the December 2 committee meeting. He reported that the Madison Eagle digitization project has progressed with final quotations received from two vendors. A purchase order has been sent to Hudson Microimaging for digitizing the Madison Eagle 2010-13 from PDF files and the years 1877 – 1962 from the microfilm. Adobe Catalog will be used initially as the searching tool

Mr. Luber presented the report titled “Possible Reconfiguration and Usage of the Madison Library Staff File Server” which was prepared by Robert Daniher, Technology Assistant, for the subcommittee composed of David Luber and James Malcolm. He noted that the file server will include designated folders with specific PCs mapped to specific folders; multi-use PCs will be mapped to the staff folder. The server has backup software, so daily backups will be possible. He added that Mr. Daniher will be starting his full-time employment under the shared Services Agreement on January 9, 2014.

Mr. Luber reported that a quotation is expected from Madison Television regarding Chase Room technology upgrades.

The meeting was adjourned at 9:14 PM.

Respectfully submitted,

Nancy S. Adamczyk for
MaryBeth Forte
Secretary

