

FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON
THURSDAY, DECEMBER 8, 2016
7:30 PM

Present: Thomas Binting, President, Robert Coultas, Louise Easton, David Luber, Sara Reichel, Gary Ruckelshaus, William VanRyzin and Nancy Adamczyk,
Library Director

Absent: Mayor Robert Conley, Mary Beth Hansbury

Mr. Binting called the meeting to order at 7:30 PM. Mr. Luber announced that on October 11, 2015 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 2016 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.

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

"Resolved to adjourn to Executive Session at 7:34 PM."

The meeting was readjusted to regular session at 8:05 PM.

The minutes of the November 10, 2016 meeting were presented for consent – accepted as presented.

TREASURER'S REPORT

Mr. Ruckelshaus reviewed the library financial reports through November 2016.

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

"Resolved to approve the December bill list in the amount of \$42,890.55."

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

"Resolved to pay year end bills received before December 31, 2016 in an amount not to exceed \$15,000."

PRESIDENT'S REPORT

Mr. Binting reviewed the 2017 proposed budget including 390, 391 and capital.

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

“Resolved to approve the 2017 proposed budget as submitted until the final budget approval in April.”

Mr. Bintinger reported that Alex Cohen of Aaron Cohn Associates visited the Library and will be submitting a proposal for completion of a needs assessment and building program to support interior renovation.

He noted the Search Committee has provided a calendar for the search process and an updated job description for the position of Library Director.

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

“Resolved to approve the job description for the position of Library Director.”

DIRECTOR’S REPORT

Mrs. Adamczyk reviewed the monthly report mentioning circulation continues to decrease; programming continues to be doing very well.

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

“Resolved to authorize Mrs. Adamczyk to send a letter to our State Legislator in support of bills (A222/S2171) in the Assembly and Senate regarding capital improvement funds.”

BUILDING & GROUNDS

Mr. VanRyzin reported that an emergency training session was held for the staff on November 15. Captain Ed Nunn, Madison Fire Department, Cpl. Vinny Dellavelle and John Rafter represented the Madison Police Department. There is a defibrillator behind the circulation desk. Bruce Heesemann is working on the panic buttons at the public desks. The thresholds for the front door have arrived and will be installed soon. Honor Tree has delivered truckloads of wood chips which will be spread on the grounds. Imperial Roofing inspected the roof in preparation for submitting an updated proposal of roof sheeting. The Picture Book Room shelving has been ordered and new shades were installed on the windows and doors.

Bob Vogel, Borough Engineer, Craig Erezuma and Bruce Heesemann and Teknikon representatives reviewed the Library’s HVAC system and baseboard. There has been progress had in getting heat to different areas of the Library.

PERSONNEL

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

“Resolved to accept the resignation of Robert Dillon, part time Librarian.”

FMPL

No Report

MUF

Mrs. Adamczyk distributed materials from the MUF Advisory Council meeting she attended with Mrs. Hansbury in Bernards Township. The May meeting will be held at the Bernardsville Library.

TECHNOLOGY COMMITTEE

Mr. Luber reported the wireless network is up and running, and Robert Daniher has access to monthly statistics, which were discussed. The website upgrade work is closer to completion – Emily Weisenstein, Nancy Adamczyk and Cassidy Charles are in regular communication with Lois Reed, the designer. Lois successfully moved the software to the Jersey Connect server without any problems. Donn Russell provided a quote for installing a 55” monitor for the lobby. MAIN has made the decision that the PC management/wireless printing system supported by MAIN will be the Envisionware product. The current intention is to adopt the MAIN direction and move to Envisionware. This will mean that there will be a change for both patrons and staff, but the committee believes that the benefits far outweigh the disadvantages.

SCHOOLS AND TEENS

Ms. Reichel reported the she and Cassidy Charles are trying to plan a time for Ms. Charles to speak to students about registering for library cards.

LONG RANGE PLANNING/DEVELOPMENT COMMITTEE

No Report

OLD BUSINESS

None

NEW BUSINESS

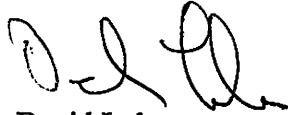
None

PUBLIC COMMENT

None

The meeting was adjourned at 9:05 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'D. Luber', written in a cursive style.

David Luber
Secretary