

**FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
THURSDAY, FEBRUARY 12, 2015  
7:30 PM**

Present: Thomas Binting, presiding, Robert Coultas, Mayor Robert Conley, Louise Easton, David Luber, Gary Ruckelshaus, Mary Beth Hansbury and Nancy Adamczyk, Library Director  
Absent: William VanRyzin, Stephanie Nesser

Mr. Binting called the meeting to order at 7:30 PM. Mr. Luber announced on October 11, 2014 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 2015 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.

Mayor Conley administered the Oath of Office to Mrs. Hansbury who has been appointed to the Board of Trustees.

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

"Resolved to appoint Mary Beth Hansbury as a Director of the Madison Public Library, Inc. Board."

The minutes of the January 8, 2015 meeting were presented for consent – accepted as presented.

**TREASURER'S REPORT**

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

"Resolved to approve the February bill list in the amount of \$67,427.68."

Mr. Ruckelshaus reviewed the monthly financial reports.

**PRESIDENT'S REPORT**

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

"Resolved to approved the revised resolution for the transfer of securities (see attached)."

Mr. Binting requested that each Trustee read, sign and date the Ethics Statement for Library Trustees.

## **DIRECTOR'S REPORT**

Mrs. Adamczyk reviewed the monthly Director's Report noting the 5.2% increase in circulation over January 2014. She focused on three recent events that attracted new audiences – the January Teen Art Show; the second annual Winterfest and the “Seeing Red” art show. She also highlighted the new 3M e Book Service (offered through MAIN) and the availability of bestsellers on Nooks. She also presented the 4<sup>th</sup> quarter report indicating the static annual circulation was notable since the Library was closed 15 days during the year. Circulation for the 4<sup>th</sup> quarter increased by close to 5%, primarily due to a 10% increase in circulation of juvenile materials. The door counter decreased also. Website hits for the year totaled about 70,000.

A discussion followed regarding the Library's use of social media and the need for a policy. Social media would give staff another avenue to publicize library programs and services in order to attract new audiences. Participation in Twitter, FaceBook, Pinterest and You Tube is under discussion. A draft Social Media Policy was sent to the attorney for review as well as information on Bring Your Own Device. Mrs. Adamczyk reviewed some of the issues involved in the use of social media and expressed concern about the staff time required.

## **FRIENDS OF THE LIBRARY**

Mrs. Adamczyk reminded the Trustees of the Friends Annual Benefit scheduled for March 7. The Friends Chairman's Annual Report for 2014 was distributed for review. The Friends are applying for a Rotary Club grant for technology to be used for staff and public training.

## **BUILDING & GROUNDS COMMITTEE**

Mr. Binting updated the Trustees on the status of the HVAC project. Borough and Library representatives met with EI Associates to discuss plans for modifying the bid documents. The original ordinance of \$450,000 did not cover the bids that ranged from \$700,000 to \$1,400,000. Recently the Borough Council approved an additional \$200,000 ordinance bringing the total to \$650,000 available for the project. The Library is prepared to provide financial support to the lobby portion of the project which will be an alternate in the bid documents. The plan is to advertise in late March with bid opening in late April. We will then be able to work with the contractor to discuss the details of the project and the schedule for library closing. Mrs. Adamczyk is investigating potential sites for a temporary library as the Chase Auditorium would not be available as in previous closings. Further consideration will be given to the possibility, giving consideration to cost and operational issues. Mr. Binting discussed the renovation project of the Picture Book Room, which is on the 5 Year Capital Plan. The timing will be reviewed due to the HVAC project.

Mr. Binting reported that the Friends received in 2014 a Madison Rotary Club grant to create a children's garden and sponsor environmental programs for children. A landscaping plan for a sensory garden was donated by local resident Beth Riley of The Potted Garden. The plan would involve cost as well as maintenance and watering issues requiring further consideration. While

the environmental programs have been held, the Friends of the Library are reserving \$900 from the Rotary grant for a garden project.

#### **LONG RANGE PLANNING COMMITTEE**

No Report

#### **MUF**

No report

#### **PERSONNEL COMMITTEE**

No report

#### **SCHOOLS AND TEENS COMMITTEE**

No report

#### **TECHNOLOGY COMMITTEE**

Mr. Luber reported that the file server is operational on the staff network and includes 11 shared folders for staff use. The backup schedule is working with the drives stored offsite at Borough Hall. Online program registration is being used for programming for children and teens; the staff would like a wait list and e-mail function. The committee is focusing on changes to the website. Mrs. Carter is working on a mobile app. The signed agreement has been received from Elizabeth Parker, owner of the Madison Eagle, so Mr. Daniher is setting up the HP computers in preparation for accessing the digitized Eagle archive.

#### **OLD BUSINESS**

Mr. Binting reported that at the request of Borough officials our capital budget was reworked with all projects shifted by one year.

#### **PUBLIC COMMENT**

None

The meeting was adjourned at 8:37 PM.

Respectfully submitted,

David Luber  
Secretary