

**FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
THURSDAY, JUNE 12, 2014  
7:30 PM**

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

Mr. Coultas called the meeting to order at 7:32 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 May 8, 2014 Regular Session were presented for consent – accepted as presented.

All motions were made at the beginning of the meeting.

Mayor Conley left the meeting at 7:55 PM after the Building and Grounds Committee Report.

**TREASURER'S REPORT**

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

"Resolved to approve the June bill list in the amount of \$49,253.49."

**PRESIDENT'S REPORT**

Mr. Coultas invited the Trustees to participate in the NJ State Library's Trustee Institute on September 13, 2014.

**DIRECTOR'S REPORT**

Mrs. Adamczyk reported staff has spent a lot of time preparing for summer activities. Online registration is being worked on and, hopefully, will be usable by the Children's Services Department for summer programming. Adult programs will not be included at this time. Emily Weisenstein and Nancy Adamczyk attended the NJLA Conference in Atlantic City and Dori Dowling attended the Library Assistants Conference. Annual circulation is down slightly through May, but this can be attributed primarily to the

library closings for abatement and weather.

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

“Resolved to approve the discard of a Sony cassette recorder model #SLV-D550P and a Sony amplifier model #STR DE998.”

## **BUILDING AND GROUNDS**

Mr. Van Ryzin reviewed Mr. Knudsen’s monthly report on roofing repairs, trees and various electrical issues. He reported the Children’s Services Department experienced a leak due to an HVAC issue. On May 16 the Library lost power late in the day. The Utility Department responded to the incident and was assisted by the Library’s electrician for necessary inside work. At a later time the Utility Department replaced all hardware on the pole going in to the transformer to avoid future electrical outages. Mr. Van Ryzin further reported that the HVAC project is moving along with design of the system complete. There is discussion regarding splitting the HVAC installation and lobby restoration in order to get the HVAC done before winter, but it now seems wiser to push the entire project to spring 2015. A meeting will take place soon to make a decision.

## **PERSONNEL**

Mrs. Forte reported Ralph Graham and Tom Knudsen were nominated for Employee of the Month for their work done on the March/April abatement project and for the emergency power loss in May.

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

“Resolved to hire Jill Work as PT Program/PR Library Assistant.”

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

“Resolved to authorize the Personnel Committee to hire a FT librarian pending successful background check, prior to the July Board meeting.”

## **MUF**

No report

## **FMPL**

Maureen Byrne reported the Friends will be assisting with the Summer Program kick-off on June 21. Mary Beth Cooney reported on Touch a Truck and distributed copies of the poster, ticket order form and bookmarks. Mini posters are displayed in local businesses and the banner is hung over the circulation desk. Ticket forms are available in the Friends office. Whole Foods is donating water and Roccos will be selling food. There

are a total of 12 sponsors to date.

### **TECHNOLOGY COMMITTEE**

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

“Resolved to approve the purchase of a second server - a Net Gear  
Ready in the amount of \$699.99.”

Mr. Luber reported on the server situation - a second server is needed to put the staff on a private network separate from the public network. OLIS will configure the server. The first shipment of the digitized Madison Eagle has arrived.

### **SCHOOLS AND TEENS**

Mrs. Nesser reported that school librarians representing Madison High School, Kings Road School and St. Vincent's School met with Nancy Adamczyk, Emily Weisenstein and Adrienne Tawil to discuss common issues including summer reading. All thought the public and school librarians should meet a few times during each school year.

### **LONG RANGE PLANNING/DEVELOPMENT COMMITTEE**

No report

### **OLD BUSINESS**

Mr. Van Ryzin reported the Griffen will be installed in the courtyard garden on Monday. Patrons will be asked to participate in a contest to name the Griffen. Recognition of the donors will be held at a later time. Two tables and two chairs have been ordered for the courtyard. If approved more furniture will be ordered.

### **NEW BUSINESS**

There was discussion regarding the change in date due slips used by the circulation desks.

### **PUBLIC COMMENT**

None

The meeting was adjourned at 8:27 PM.

Respectfully submitted,

MaryBeth Forte  
Secretary

