

**FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON
THURSDAY, MARCH 12, 2015
7:30 PM**

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

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.

The minutes of the February 12, 2015 Regular Session were presented for consent – accepted as presented.

TREASURER’S REPORT

Mr. Ruckelshaus reviewed the library financial reports through February 2015.

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

“Resolved to approve the March bill list in the amount of \$36,781.04.”

PRESIDENT’S REPORT

Mr. Binting discussed the five year capital budget request. It includes the HVAC project funded by the \$450,000 appropriation approved in 2014 and the additional \$200,000 approved in 2015. He reported that the Picture Book Room was eliminated from the original list of projects as the Borough Council wants only projects funded by the Borough to be included. All other projects were shifted by a year during review by the Mayor and Council. There is still a possibility that the \$650,000 in HVAC funding might not be enough. The HVAC bid document includes new ceiling and lighting for the lobby as an alternate which would be funded by the Library. Possible sources of funding are surplus, the Dodge grant, capital funds retained in Madison Public Library, Inc., and donor restricted funds and contributions from the Friends of the Library. The Trustees will need to discuss the Picture Book Room renovation as to available funding. It is hoped that the Picture Book room ceiling abatement will be completed during the closing for the HVAC replacement.

Mr. Binting reported a draft Social Media Policy is under review. Also under discussion is the use of private e-mail accounts by the Trustees. Library business falls under the OPRA guidelines. He mentioned the possibility of opening RoseNet e-mail accounts for all Trustees in order to conduct library business and have it archived. He asked the Trustees to consider the proposal.

DIRECTOR'S REPORT

Mrs. Adamczyk reported circulation has increased despite weather closings. She presented the monthly report which included a Five Year View of library statistics reflecting an increase in circulation and program attendance, but a decrease in the door counter. She thanked the Board for attending the Friends of the Library Gala noting the Friends honored Rotary by supporting the foreign language collection. She reported that the Adult Services Department has sent letters to new homeowners in town inviting them to use the Library. Programming in the Children's Services Department continues to be popular. Mrs. Adamczyk reiterated that the Social Media Policy is under review and will be presented to the Technology Committee prior to the full Board.

BUILDING & GROUNDS

Mr. VanRyzin reported that the Borough is officially out to bid for the replacement HVAC project as of today. EI Associates has re-estimated the project cost at \$790,000. Due to the winter weather there are issues with the sidewalks which will be brought to the Borough Engineer's attention. He noted that there may be a clogged drain near the Local History section. There was general discussion on the original library furnishings, much manufactured by Knoll. There is a new resident who works for Knoll and would be willing to provide a contact with the corporation if we need assistance.

PERSONNEL

Mr. Coultas reported there are two new members of the Personnel Committee – Louise Easton and Mary Beth Hansbury. The Personnel Manual has been published.

FMPL

No report

MUF

The MUF dinner will be held on May 6, 2015.

TECHNOLOGY COMMITTEE

Mr. Luber reported a Technology Committee meeting was held on February 24. The waitlist functionality for program calendars was discussed. The first choice is to get functionality from the vendor and, if not possible, build a custom application. Several discussions have been held with staff representatives regarding the website. They recommend an upgrade to the homepage, particularly adding a slide show. This is beyond the skills of our volunteers, so we will probably have to request assistance from the original website developer. Sue Carter is working on a mobile app for the Library. Mrs. Adamczyk added that the digitized Madison Eagle has not been introduced to the public, but work is underway. The staff at Hudson Archival has been helpful. Also, microfilm for the years 1963-1995 was sent for digitizing.

SCHOOLS AND TEENS

No report

LONG RANGE PLANNING/DEVELOPMENT COMMITTEE

No report

OLD BUSINESS

No report

NEW BUSINESS

No report

PUBLIC COMMENT

None

The meeting was adjourned at 8:45 PM.

Respectfully submitted,

David Luber
Secretary