

**FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
THURSDAY, MARCH 14, 2013  
7:30 PM**

Present: Thomas Binting, presiding, Robert Coultas, Mayor Robert Conley, MaryBeth Forte, Gary Ruckelshaus, William VanRyzin and Nancy Adamczyk, Library Director  
Absent: Angela Donovan, Edward Nunn

Mr. Binting called the meeting to order at 7:40 PM. Mrs. Forte 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.

Mr. Binting announced Mrs. Dalena had resigned from the board and there is a question if Mr. Nunn is eligible to serve due to the fact he is an employee of the Borough.

The minutes of the February 13, 2013 Regular Meeting were presented for consent – accepted as presented.

**TREASURER'S REPORT**

Mr. Ruckelshaus reviewed the Library's financial reports through February 2013.

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

"Resolved to approve the March bill list in the amount of \$55,522.63."

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

"Resolved to increase the amount of the 391 temporary budget sufficient to pay \$13,348, the annual fee to Morris Automated Information Network."

## **PRESIDENTS REPORT**

Mr. Binting reported Mrs. Dalena has resigned from the Board of Trustees. Mr. Ruckelshaus and Mr. VanRyzin gave their reports from the Trustee Orientation.

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

“Resolved to designate the Director, and in the absence of the Director, the Board President as spokesperson for the Library. All questions to be directed to the spokesperson.”

## **DIRECTOR’S REPORT**

Mrs. Adamczyk reported circulation figures have increased over the last year. Sally Shabouk has started as a temporary librarian, hired through ProLibra, working in the Children’s Department. She outlined the accomplishments in the strategic planning projects.

## **BUILDING AND GROUNDS**

Mr. VanRyzin reported on the proposed capital projects as presented to the Mayor and Council. There is a major HVAC issue; an inspection of the ductwork is ordered. The Mayor and Council removed \$5,000 for planning parking lot improvements, so the planning will be done by the Borough Engineer consulting with Mr. VanRyzin. Our parking lot improvements could be timed to coincide with the Belmont Avenue paving in 2014. Mr. VanRyzin reported that he is aware of the fire alarm improvements needed, but requires assistance in the planning phase.

## **PERSONNEL**

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

“Resolved that the Personnel Committee may hire a Children’s Services Department Supervising Librarian, pending successful background check, prior to the April Board meeting.”

## **MUF**

Mrs. Adamczyk reported the MUF dinner is May 1, 2013.

## **FMPL**

Maureen Byrne reported that the March 2 Benefit honoring Frank Benedict was a success. He founded the Drew minicourse series which 10,000 people have attended producing a profit of close to \$500,000 in the years that the series has been offered.

She reported that the Friends are interested in ideas for the library grounds, particularly the courtyard as a meeting place. Concerns of vandalism, ease of movement and storage would need to be taken into consideration. Mr. VanRyzin discussed other ideas for the area. She also recommended considering a program event involving young children and families celebrating the turning on of the fountain. The Trustees suggested that perhaps the Friends might reserve an amount of money for outdoor space improvements as the Trustees and staff consider Strategic Plan implementation.

Mrs. Byrne indicated that the Friends are working on the use of an e-newsletter option for the Library newsletter.

**TECHNOLOGY COMMITTEE**

No report

**SCHOOLS AND TEENS**

No report

**LONG RANGE PLANNING/DEVELOPMENT COMMITTEE**

No report

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**PUBLIC COMMENT**

None

The meeting was adjourned at 8:58 PM.

Respectfully submitted,

MaryBeth Forte  
Secretary

