

**FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON  
THURSDAY, MARCH 9, 2017  
7:30 PM**

Present: Thomas Binting, President, David Luber, Louise Easton,  
Mary Beth Hansbury, Sara Reichel, Gary Ruckelshaus, James Schessler, and  
Nancy Adamczyk, Library Director  
Absent: Mayor Robert Conley, William VanRyzin

Mr. Binting called the meeting to order at 7:31 PM. Ms. Hansbury announced on October 11, 2016 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 2017 was posted and shall remain posted throughout the year on the official Library Bulletin Board. Notice was faxed also to the Madison Eagle, to the Daily Record, and hand-delivered to the Borough Administrator.

The minutes of the February 9, 2017 Regular and Executive Session and February 18 Executive Sessions were presented for consent – accepted as presented.

**TREASURER'S REPORT**

Mr. Ruckelshaus reviewed the library financial reports through February 2017.

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

"Resolved to approve the February bill list in the amount of \$45,926.59."

**PRESIDENT'S REPORT**

Mr. Binting reported on the Borough budget hearing which was held on February 13. The Library's proposed budget is included without revision in the proposed Borough budget. Council members questioned the capital requests. He gave an overview of the capital projects which are being proposed in the budget. Mrs. Adamczyk reported the dedication of the Picture Book Room is scheduled for this Saturday and invited the Board to attend.

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

"Resolved to approve the serving of liquor at a Library reception to be held on April 27, 2017."

## **DIRECTOR'S REPORT**

Mrs. Adamczyk reported on circulation statistics noting the circulation of the media collection continues to decrease. She presented a report on the Media collection that was prepared by the Adult Services Department staff.

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

“Resolved to approve to discard equipment – 1 metal rack, 3 shelving units and extra shelving.”

Mrs. Adzmczyk reminded the Trustees of the May 4 MUF Dinner Meeting.

## **BUILDING & GROUNDS**

Mrs. Adamczyk reviewed the monthly report noting lighting repairs have been done. Teknikon has repaired the Chase Room HVAC. There are issues with the front doors which are being researched and Mackenzie will be contacted.

## **PERSONNEL**

Mr. Schessler reported that the Borough policy calls for a background check to be done on existing employees who work with children. There is more information needed before this will go forward and will be discussed after all the information is received.

Mr. Binting reported an offer of employment has been made to Marilyn Favreau, the candidate for the position of Library Director. He will be meeting with her tomorrow to sign the contract.

Mrs. Adamczyk reported the Borough is switching to a new payroll vendor. A time clock will be installed which will change the payroll processing procedures.

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

“Resolved to hire Marilyn Favreau, for the position of Library Director pending a successful background check.”

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

“Resolved to accept the resignation of Cassidy Charles.”

Upon the motion of Mrs. Easton and seconded by Ms. Hansbury it was unanimously

“Resolved to advertise the position of full-time Librarian.”

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

“Resolved to extend the leave of absence for Katherine Hollerith until the end of April.”

#### **FMPL**

Mrs. Adamczyk reported there will be a FMPL meeting on Monday. They will be applying for a grant from Rotary Club of Madison.

#### **MUF**

No report

#### **TECHNOLOGY COMMITTEE**

Mr. Luber reported the website is up but not fully complete. We have been working with the developer to resolve what work remains to be done. Emily Weisenstein will be trained on the website and she will train others as appropriate. There is a need for ongoing maintenance which needs to be discussed. Regarding the Madison Eagle digitization, all of the CDs necessary for digitization of 4Q 2009 still have not been found so we may have to resort to scanning from the microfilm for those issues. The lobby monitor is up and running for slides with a FIOS box needed to allow live television on the monitor when there are important news events that would be of interest to patrons. Envisionware print management software installation was done this week. The new software will not support what has been our policy of offering the first two pages of print for free. Emily Weisenstein is researching cart options and secure storage for the 3D printer. She is also looking into other maker items that could be funded by a 2017 Rotary grant. The printer will be featured at the Library's Maker Day event scheduled for March 25.

#### **SCHOOLS AND TEENS**

Ms. Reichel reported she has been working with librarian Daniel Nazarko to make sure all Madison Junior School students have access to library cards, especially during school library renovations.

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

No report

#### **OLD BUSINESS**

No report

**NEW BUSINESS**

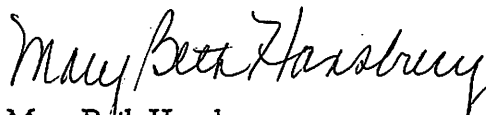
No report

**PUBLIC COMMENT**

None

The meeting was adjourned at 8:55 PM.

Respectfully submitted,

A handwritten signature in cursive script that reads "Mary Beth Hansbury".

Mary Beth Hansbury  
Secretary