

**FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON
REGULAR MEETING OF THE BOARD OF TRUSTEES
THURSDAY, MAY 9, 2013
7:30 PM**

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

Mr. Binting called the meeting to order at 7:36 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.

The Oath of Office was administered to David Luber and Dorothy Meaney by Eugene Huang, library attorney.

Mr. Van Ryzin arrived at 7:38 PM.

The meeting was adjourned to executive session at 7:40 PM.

The meeting was readjoined to regular session at 7:48 PM.

The minutes of the April 11, 2013 Regular Meeting and Executive Session were presented for consent – accepted as presented.

TREASURER’S REPORT

Mr. Binting reviewed the Library’s financial reports through April 2013.

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

“Resolved to approve the May bill list in the amount of \$45,416.54.”

PRESIDENT’S REPORT

Deferred to Long Range Planning Report

DIRECTOR'S REPORT

Mrs. Adamczyk reported on year to date circulation statistics. Madison Day will be held on June 2 at the Newark Museum. Lisa Gulla, Health Officer and Captain Ed Nunn from the Fire Department attended recent staff meetings. Lisa spoke about bed bugs and the proper way to wash your hands and Ed spoke about emergency procedures. The first quarter report was reviewed with notation that the statistical report shows increases over 2012.

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

“Resolved to approve to discard six Dell Optiplex 210L computers.”

BUILDING AND GROUNDS

Mr. Van Ryzin reported that HVAC unit #1 is now working. Borough Engineer Robert Vogel has sent out RFPs for a mechanical engineering analysis of the HVAC system. Mr. Van Ryzin and Tom Knudsen are working on the installation of the book drop with a solid base. They hope at the same time to have pads poured at certain emergency exits.

Mr. VanRyzin presented a computer drawing of the facility that shows existing furnishings. I will help with the Library's refresh project. Google Sketch Up could be used with this drawing.

He reported that the Solu family is interested in donating a griffen statue from the James Building. It will be installed in the courtyard garden next to the Adult Services Department. Cost of the base will be financed by the Library. Mr. VanRyzin recommended an unveiling event be scheduled upon project completion.

PERSONNEL

Mrs. Forte reported discussions are ongoing with Library of the Chathams with regards to a shared Technology Assistant.

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

“Resolved to appoint Emily Weisenstein as the Children's Services Department Supervisor.”

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

“Resolved to authorize the Director to hire a part-time Library Assistant upon completion of a successful background check,”

MUF

Mrs. Donovan reported on the MUF dinner that was held on May 1 and discussed how libraries functioned during Super Storm Sandy.

FMPL

Mrs. Adamczyk noted that the Friends Executive Board would like the courtyard to be more attractive and include more furniture.

TECHNOLOGY COMMITTEE

Mr. Binting appointed Mr. Luber as Chairman of the Technology Committee as well as a member of the Finance Committee. He appointed Mrs. Meaney as a member of the Technology Committee and Personnel Committee.

SCHOOLS AND TEENS

No report

LONG RANGE PLANNING/DEVELOPMENT COMMITTEE

Mr. Binting gave an update on the Strategic Planning process.

OLD BUSINESS

None

NEW BUSINESS

None

PUBLIC COMMENT

None

The meeting was adjourned at 9:03 PM.

Respectfully submitted,

MaryBeth Forte

Secretary

