

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

Present: Thomas Binting, presiding, Robert Coultas, Mayor Robert Conley, MaryBeth Forte, David Luber, Gary Ruckelshaus, William VanRyzin and Nancy Adamczyk, Library Director  
Absent: Dorothy Meaney, Proposed School Board Representative – Stephanie Nesser

Mr. Binting called the meeting to order at 7:34 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. Coultas arrived at 7:36 PM.

The minutes of the October 10, 2013 Regular Meeting were presented for consent – accepted as presented.

**TREASURER’S REPORT**

Mr. Ruckelshaus reviewed the Library’s financial reports through October 2013.

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

“Resolved to approve the November bill list in the amount of \$53,941.39.”

The 2014 operating budget was discussed – no significant changes have been made and PERS/health benefits costs are not yet finalized. Department goals, capital projects and accomplishments were reviewed.

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

“Resolved to approve 2014 salary ranges and proposed salaries as presented.”

## **PRESIDENT'S REPORT**

Deferred

## **DIRECTOR'S REPORT**

Mrs. Adamczyk reported circulation statistics have increased 6% from prior year. The 3<sup>rd</sup> quarter report was discussed. The trustees requested that the quarterly report be sent to the Mayor and Council.

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

“Resolved to discard computers serial numbers 4PM5LH1, 8B9GDF1, JDVNTG1, BB9GDF1, HDVNTG1, 2PM5LH1 and 3PM5LH1.”

## **BUILDING AND GROUNDS**

Mr. VanRyzin presented an overview of the projects list being addressed by the Building and Grounds Committee. The HVAC system is the prime focus. The system design contracted to EI Associates is about 75% complete. The next step will be determination of costs. Unit #3 will probably be the first to be replaced which will necessitate abatement of the lobby ceiling in order to obtain access to the ductwork.

He reported that committee representatives met with Ray Codey, Borough Administrator, and Jim Burnett, Assistant Borough Administrator to discuss the Library's capital budget. Due to constraints of capital funds, the HVAC system replacement may be a phased project. Discussion also covered the need for more parking with the hope that the library parking lot would be redesigned and repaved in conjunction with Belmont Avenue paving.

Other projects underway are the space study of Susan Globus, baseboard heating, the picture book room redesign, skylight painting and courtyard improvements.

## **PERSONNEL**

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

“Resolved to approve the hiring of Marjorie Ticknor and Jeffrey Payton, part time Library Assistants, Children's Services Department.”

## **MUF**

Mrs. Adamczyk reported she attended a MUF meeting with Mr. Ruckelshaus on November 4.

**FMPL**

Mrs. Adamczyk reported the Friends' annual appeal letter is in the mail. The Gala is scheduled for March 8, 2014 and Touch a Truck is scheduled for August 2, 2014. FMPL representatives have met with Drew University representatives regarding minicourses.

**TECHNOLOGY COMMITTEE**

Mr. Luber reported Bob Daniher developed an assessment and proposed plan for the use of the file server. He anticipates reporting the findings at the December meeting.

**SCHOOLS AND TEENS**

No report

**LONG RANGE PLANNING/DEVELOPMENT COMMITTEE**

No report

**OLD BUSINESS**

None

**NEW BUSINESS**

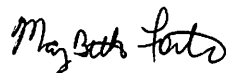
None

**PUBLIC COMMENT**

None

The meeting was adjourned at 9:11 PM.

Respectfully submitted,



MaryBeth Forte  
Secretary