

**FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON
REGULAR MEETING OF THE BOARD OF TRUSTEES
THURSDAY, OCTOBER 10, 2013
7:30 PM**

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

Mr. Binting called the meeting to order at 7:35 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 minutes of the September 12, 2013 Regular Meeting were presented for consent – accepted as presented.

TREASURER’S REPORT

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

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

“Resolved to approve the October bill list in the amount of \$32,562.42.”

Mr. Binting reported a meeting was held with Ray Codey and Jim Burnett regarding the 2014 budget.

PRESIDENT’S REPORT

Mr. Binting reported a letter was received from the Madison Housing Authority thanking the Library for the temporary use of the parking lot for overnight parking. The MPLI Board has authorized funding for the Madison Eagle digitization project. The Chase Room application has been rewritten with the help of Eugene Huang, the Library’s attorney.

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

“Resolved to adopt the revised Application for Use of Meeting Space, Helen Whitney Chase Auditorium.”

Mr. Binting reviewed the shared services agreement and job description for the position of Library Technology Assistant between the Madison Public Library and the Library of the Chathams.

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

“Resolved to approve the Shared Services Agreement between the Free Public Library of the Borough of Madison and the Joint Free Public Library of the Chathams for Information Technology Services.”

DIRECTOR’S REPORT

Mrs. Adamczyk reported year to date circulation has increased 7% compared to last year. Two e-newsletters have been sent out. Bottle Hill Day was a success. She read a letter from a concerned patron regarding parking at the Library.

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

“Resolved to approve the 2014 Holiday and Additional Closing schedule.”

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

“Resolved to approve the 2014 Board of Trustees meeting dates.”

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

“Resolved to approve mileage reimbursement to .565 per mile effective October 1, 2013.”

BUILDING AND GROUNDS

Mr. VanRyzin reviewed the reported submitted by Tom Knudsen, Maintenance Supervisor. Topics covered included the need for more pruning by Woodland Tree and Landscape Company, removal of the old book drop and issues with the sprinkler system. Mr. VanRyzin reported engineers from EI Associates have been on site working on the HVAC study. He noted there is an issue of accessing ductwork in the lobby.

Mr. VanRyzin reported that the Solu family will be making a deposit for the Griffin. A committee to include MaryBeth Forte, Stephanie Nesser, Emily Weisenstein and Carrie Thompson will meet to plan for the unveiling celebration next spring.

PERSONNEL

Upon the motion of Mrs. Forte and seconded by Ms. Meaney it was unanimously

“Resolved to approve to increase Emily Weisenstein’s annual rate of pay to \$60,000 effective November 12, pending successful completion of end of probation evaluation.”

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

“Resolved to approve hiring of Jacqueline Galton and Mary Bliss to the position of student page.”

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

“Resolved to approve the appointment of Kate Mahoney as part time Librarian, Adult Services Department, at the rate of \$24.00 per hour.”

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

“Resolved to approve to hire replacement part time Library Assistant, Children’s Services Department pending successful background check.”

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

“Resolved to approve revisions to the wording on Overtime, Non-Exempt Employees and Exempt Employees in the Library’s Personnel Manual.”

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

“Resolved to approve revision to the vacation policy included in the Library’s Personnel Manual.”

MUF

No report

FMPL

Mrs. Adamczyk reported the Friends are working on their annual appeal letter.

TECHNOLOGY COMMITTEE

Mr. Luber discussed a revised Computer & Internet Acceptable Use Policy. There will be a requirement for a valid library card to use computers: students will be given a

one-time grace period. Mr. Luber reported that he, Frank Benedict and staff are reviewing needed technology upgrades for the Chase Auditorium.”

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

“Resolved to approve the revised Computer & Internet Acceptable Use Policy.”

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 9:17 PM.

Respectfully submitted,

MaryBeth Forte
Secretary