

FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON
THURSDAY, OCTOBER 13, 2016
7:30 PM

Present: Thomas Binting, President; Robert Coultas; Louise Easton; Mary Beth Hansbury; David Luber; Gary Ruckelshaus; William VanRyzin and Nancy Adamczyk, Library Director
Absent: Mayor Robert Conley and Sara Reichel
Guests: Linda Connors, Susan Simon representing the Madison Historical Society

Mr. Binting called the meeting to order at 7:31 PM. Mr. Luber announced on October 11, 2015 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 2016 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.

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

"Resolved to adjourn into Executive Session at 7:33 PM.

The meeting was reconvened to Regular Session at 8:00 PM.

MINUTES

The minutes of the September 8, 2016 Regular Session and Executive Session were presented for consent – accepted as presented.

TREASURER'S REPORT

Mr. Ruckelshaus reviewed the library financial reports through September 2016.

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

"Resolved to approve the October bill list in the amount of \$53,690.36."

PRESIDENT'S REPORT

Mr. Binting introduced Mrs. Connors and Mrs. Simon who presented a proposal from the Madison Historical Society to update The Madison Heritage Trail by Dr. Frank J. Esposito. The Library Board of Trustees holds the copyright to the original publication. Mrs. Simon and Mrs. Adamczyk met with Dr. Esposito and received a proposal for his work to update the book. Assistance will be needed from others for the research, editing and publishing. Appointment of a steering committee will be the first step in the process. Discussion followed with the agreement that this proposal could be partially funded through the bequest received from Laurence Taber.

Upon the motion of Mr. Coultas, seconded by Mrs. Easton, it was

“Resolved to support the preparation of an updated edition of The Madison Heritage Trail.”

As an officer of the Historical Society, Mr. Luber abstained.

Ms. Hansbury reported on the Library Trustee Institute that she and Mrs. Adamczyk recently attended. Handouts, including a summary of library laws, were distributed.

Mr. Binting noted that draft Budget Goals 2017 were included in the packets for review by the Trustees. Included in the goals is the development of the RFP for architectural services including abatement, lighting and ceiling work anticipated to be “on the street” in early 2017. The potential for additional library closing is the major concern related to this work.

Mrs Adamczyk and members of the Finance Committee met with Ray Codey, Borough Administrator, and Jim Burnet, Chief Financial Officer, to review the budget. The Borough’s prior support has been the mandated 1/3 mill as well as the \$61,000 Technology budget and \$110,000 budget for electricity. The prime focus during the budget meeting was on the 391 Technology budget, noting the anticipated increase in the Library’s M.A.I.N. membership fee. Mr. Binting reported that the State Library’s projection on the 1/3 mill level for 2017 is an increase of \$57,000. It is anticipated that the electricity bill will be about \$100,000.

Mr. Binting reported that the Search Committee has presented a request to hire Jim Hecht, Library Consultant, to assist in the search for a new library director.

Upon the motion of Mr. Coultas, seconded by Mr. Luber, it was unanimously

“Resolved to hire Jim Hecht, Library Consultant, subject to the confirmation of references.”

LIBRARY DIRECTOR’S REPORT

Mrs. Adamczyk reviewed the monthly report noting the continued decline in circulation figures; the various program activities and related PR activities. Mrs. Adamczyk noted that she recently attended a Borough Safety Committee meeting at which time defibrillators were discussed. The Borough has ordered defibrillators for the government buildings. The Trustees agreed that the Library should order the specified product and provide staff training.

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

“Resolved to accept a proposed change to the 2016 Christmas holiday closing.”

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

“Resolved to accept the proposed 2017 holiday/library closing schedule.”

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

“Resolved to approve the 2017 Library Board of Trustees meeting dates.”

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

“Resolved to accept the IRS gas rate for reimbursement of staff travel at \$0.54 per mile.”

Upon the motion of Mr. Lubber, seconded by Mr. VanRyzin, it was unanimously

“Resolved to approve Resolution #16-11 accepting the donation of computer monitors from Crum & Forster.”

FRIENDS OF THE LIBRARY

Mrs. Adamczyk reported that the Friends Gala has been scheduled for Saturday, March 25, 2017. The Friends Board members along with Emily Weisenstein, Jeffrey Payton and Nancy Adamczyk staffed the Bottle Hill Day booth.

LONG RANGE PLANNING COMMITTEE

No report.

MUF

No report.

BUILDING & GROUNDS COMMITTEE

Mr. VanRyzin reviewed the monthly report from Mr. Heesemann, Maintenance Supervisor, and Mrs. Adamczyk. Highlights of the report included Mr. Heesemann’s attendance at the course, “Asbestos Safety Training for Custodial and Maintenance Personnel (Operations & Maintenance)”; the media installation is underway in the Picture Book Room; new furniture is ordered for the lobby; Woodland Tree is preparing a proposal for removal of the keusa dogwoods and other tree work; as well as an extensive list of projects accomplished. The proposed improvements to the circulation desk are still under discussion.

PERSONNEL COMMITTEE

Upon the motion of Mr. Coultas, seconded by Mr. Lubber, it was unanimously

“Resolved to approve Resolution #16-12 Reauthorizing Shared Services Agreement for Information Technology Services with Library of the Chathams.”

On behalf of the Search Committee Mr. Binting reported that work on a revised job description for the position of Library Director will soon be underway.

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

“Resolved to approve the proposed salary ranges for 2017.”

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

“Resolved to increase Rodger Bruce Heesemann’s salary to \$53,000 effective with the next payroll.”

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

“Resolved to approve the hiring of Heather Daly to the position of Student Page pending a successful background check.”

SCHOOLS AND TEENS COMMITTEE

Mrs. Adamczyk reported that Emily Weisenstein, Cassidy Charles and Daniel Nazarko have attended Back to School Night events in some of the Madison schools. Also, the public school administration has used the Chase Room for their fall administrative workshops.

TECHNOLOGY COMMITTEE

Mr. Luber reported on the committee’s recent meeting. The upgrade to the public wireless network, funded by the Friends of the Library, is scheduled for November 3. Website development continues with completion hopefully by year’s end. Digitization of the Madison Eagle is completed through 2001. Volunteer Sue Carter is downloading 2002 – 2009 newspapers at the Recorder Newspaper office. Madison Television is working on the installation of the Picture Book Room media and is preparing a quote for the lobby monitor. A decision as to MAIN choice for PC management/wireless printing is scheduled for late Oct/early Nov for a January rollout. The committee discussed self-checkout which is included in the strategic plan, questioning the immediate need. Committee members feel that it may become part of the renovation project in the Children’s Services Department. The committee’s 2017 goals include development of a makerspace.

Upon the motion of Mr. Luber, seconded by Mr. Coultas, it was unanimously

“Resolved to purchase a staff printer, 3 small switches and 1 staff PC at a total cost of approximately \$850 through the MAIN Group Purchase.”

OLD BUSINESS

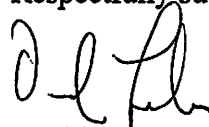
None

NEW BUSINESS

None

The meeting was adjourned at 9:25 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'D. Lubber', written in a cursive style.

David Lubber
Secretary