

FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON
THURSDAY, SEPTEMBER 8, 2016
7:30 PM

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

Mr. Binting called the meeting to order at 7:30 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.

Mayor Conley administered the Oath of Office to Sarah Reichel, the School Superintendent's Alternate.

The meeting was adjourned to Executive Session at 7:35 PM.

The meeting was reconvened to Regular Session at 8:06 PM.

Mayor Conley left the meeting.

The minutes of the July 14, 2016 Regular Session were presented for consent – accepted as presented.

TREASURER'S REPORT

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

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

"Resolved to approve the September bill list in the amount of \$42,715.78."

PRESIDENT'S REPORT

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

"Resolved to appoint Sara Reichel to the Madison Public Library Inc. Board of Directors"

Mr. Bintinger reported a meeting will be held with Mr. Codey to discuss the 2017 budget.

The 2015 audit was reviewed as well as the accompanying transmittal letter which will accompany the report to the Borough as required by Statute.

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

“Resolved to accept the 2015 audit and its forwarding to the Borough with the accompanying transmittal letter.”

Mr. Bintinger reported a letter was received from Mrs. Adamczyk, Library Director that she would be retiring from her position effective spring 2017. He acknowledged her years of service to the Library. A significant asset of the Library will be missed. He proposed to the Trustees the establishment of a Search Committee to undertake the primary work in the process of selecting a new Director. This committee would report to the Board of Trustees, who would make the final selection of the new Director. He suggested the Search Committee consist of Jim Schessler, Janet Molstad, Louise Easton and Linda Sawyer.

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

“Resolved to approve the establishment of a Search Committee to find the replacement of Mrs. Adamczyk, who will be retiring in spring 2017.”

DIRECTOR'S REPORT

Mrs. Adamczyk reviewed the monthly and quarterly reports noting circulation has declined. There was discussion regarding circulation and programming.

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

“Resolved to approve to close the Library for one day in November for mandatory continuing education for the staff.”

BUILDING & GROUNDS

Mrs. Adamczyk reviewed the monthly report commenting the Picture Book Room work is ongoing. The order for new shelving will be going out soon, and carpet will be installed next week. Furniture has been selected for the lobby and will be ordered soon. The swale was cleaned out.

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

“Resolved to authorize to spend up to \$7,500 for proposed circulation desk improvements.”

PERSONNEL

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

“Resolved to approve the appointment of Steven Phillips as Part Time Custodian.”

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

“Resolved to accept the resignation of Mary Bliss.”

FMPL

Mrs. Adamczyk reported that Touch a Truck was extremely successful.

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

“Resolved to recognize the dedicated work by the Friends of the Madison Library in sponsoring Touch a Truck.”

Frank Benedict has stepped down from his responsibilities with the Drew Minicourses and Katherine Hollerith has been hired.

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

“Resolved to approve to send a letter of acknowledgment to Frank Benedict for his years of service to the Drew Minicourses and its financial contributions to the Library.”

MUF

No report

TECHNOLOGY COMMITTEE

Mr. Luber reported Maple Rock Communications has completed the cabling project. Quotes were received from Computer Sharp and Jersey Connect for the wireless upgrade to the public wireless network. The Technology Committee has recommended that the Trustees accept the proposal from Computer Sharp. MAIN also provided some equipment recommendations for future purchases. The Technology Committee is looking at providing wireless services which would enable the library to offer remote printing.

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

“Resolved to authorize to spend up to \$5,500 for the installation of a new enhanced public wifi system from Computer Sharp.”

The Friends of the Madison Public Library will be supporting this expense. There was discussion regarding the upcoming MAIN group purchase. The practice of replacing public PCs with staff PCs continues. There is a question as to whether the Library needs the quantity of public PCs now available. Digitization of the Madison Eagle has been completed through 2001. A 3D printer was funded, and the Technology Committee would like to proceed with the purchase of it. The purchase of the printer brings up the question of creating a Maker space within the library. Work is continuing on the website with a September 20 deadline to get all final requirements to the designer, with the hope this project will be completed by year end.

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

“Resolved to authorized to spend up to \$3,000 on the purchase of a 3D printer.”

SCHOOLS AND TEENS

No Report

LONG RANGE PLANNING/DEVELOPMENT COMMITTEE

No Report

OLD BUSINESS

None

NEW BUSINESS

No report

PUBLIC COMMENT

None

The meeting was adjourned at 9:20 PM.

Respectfully submitted,



David Luber
Secretary

FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON
THURSDAY, SEPTEMBER 8, 2016
EXECUTIVE SESSION
7:30 PM

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

Mr. Binting opened the Executive Session that is being held for purpose of discussing a personnel matter. The Library Director, Nancy Adamczyk, has announced her retirement to occur in spring 2017. The Trustees have the responsibility to find and appoint a new director. This is a major assignment for the Trustees.

Mr. Binting indicated that he has given consideration to the possibility of appointing an interim director but, as she has given us a sufficient time to find a replacement, he is recommending that this possibility be rejected. Ms. Adamczyk has indicated that she would be willing to continue to serve as the Library Director during the selection process.

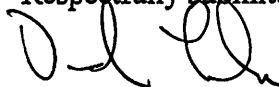
Mr. Binting is recommending that an Ad Hoc Search Committee be appointed to assist the Trustees. After discussion with several persons, including the Borough Administrator, he has reached out to the following people who have indicated a willingness in serving on the committee: James Schessler, Chairman (retired executive serving on the Library's Personnel Committee); Janet Molstad (former Library Board of Trustees President and Friends of the Library Board member); Louise Easton (Library Trustee) and Linda Sawyer (Borough of Madison Personnel Director).

The Search Committee would assume responsibilities such as gathering information, reviewing the job description, developing a method for Trustee and staff input, advertising, interviewing, etc. The Library Board of Trustees will be involved in key points including approval of the job description, interviewing the finalists and hiring the new Library Director. Mrs. Adamczyk has provided information on consulting resources if the Trustees and Search Committee feel those services are required.

Mr. Binting's proposal was reviewed and the proposal will be presented at the Public Meeting.

The Executive Session was closed at 8:06 pm.

Respectfully submitted,



David Luber
Secretary