

**FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON**  
**THURSDAY, OCTOBER 15, 2015**  
**7:30 PM**

Present: Thomas Binting, Robert Coultas, Louise Easton, David Luber, Mary Beth Hansbury, Stephanie Nesser, William VanRyzin and Nancy Adamczyk, Library Director  
Guest: Robert Vogel, Borough Engineer  
Absent: Mayor Robert Conley, Gary Ruckelshaus

Mr. Binting called the meeting to order at 7:30 pm. Mr. Luber announced on October 11, 2014 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 2015 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 10, 2015 Regular Session were presented for consent – accepted as presented.

**HVAC Project Update**

Mr. Binting invited Robert Vogel, Borough Engineer, to update the Trustees on the progress of the HVAC Project. Mr. Vogel reviewed the project history noting that the Borough had experienced two unsuccessful bid procedures for replacement of the 5 HVAC units. The Borough then negotiated a contract with Desesa for completion of this work as well as the necessary ceiling and lighting improvements in the lobby and Technical Services area. He noted that the building has many skeletons resulting in a modification to the original schedule. Due to this significant slippage the Library did not open on Monday, October 12 as originally planned. The issues include unexpected conditions (e.g. ceiling return duct system), code issues (e.g. cables that needed to be plenum rated), necessary abatements (maintenance room for new electric panel and elbows in the heating/water system), etc. Mr. Vogel reported that the 1999 contract for HVAC replacement did not proceed smoothly resulting in court proceedings. As an example one of the current unanticipated issues was that the return plenums were found to be different than indicated in the original plans.

Mr. Vogel reported that TTI and Greenwood completed an abatement in the Maintenance Room. He has contacted TTI regarding the work needed on the elbows in the heating and water system and anticipates that he will have a clearer picture of this needed work early next week.

Mr. Vogel also recommended that the contractors be authorized to remove the ceilings in the two lobby bathrooms, replace the ceilings and lighting while on site. The contractor is available for this work, anticipated timeframe is one week. It would be a scope change order, but no extra cost.

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

“Resolved to approve the removal of the lobby bathroom ceilings and installation of replacement ceilings and lighting.”

After hearing Mr. Vogel’s report the Trustees agreed that due to the unforeseen circumstances public access to the building needs to be delayed until further notice. The anticipated opening date is Monday, November 9, but updates on firm plans will be provided on the Library’s website.

### **TREASURER’S REPORT**

Mr. Binting reviewed the library financial reports through September 2015. He noted that the furnishings for the lobby and Tech Support area were not anticipated in the 392 budget but will be reviewed for the possibility of including if budgetary availability occurs.

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

“Resolved to approve the October bill list in the amount of \$41,856.10.

### **PRESIDENT’S REPORT**

Mr. Binting summarized the anticipated 2016 budget outlook: \$12,000 increase in the 1/3 mill appropriation; no anticipated increase in Endowment contribution; and Borough union contracts provide for 2% salary increase. Mr. Binting speculated whether the Taber Fund could possibly cover some additional costs. He also reported that Gar Burwell plans to make a contribution and would appreciate the Library’s sponsorship of a safe driving course.

### **DIRECTOR’S REPORT**

Mrs. Adamczyk reviewed the monthly report.

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

“Resolved to approve the proposed 2016 holiday schedule and 2016 Trustees meeting schedule.”

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

“Resolved to approve payment of the IRS Gas/Mileage reimbursement rate of \$0.575 per mile for employee travel.”

## **FRIENDS OF THE LIBRARY**

Mrs. Adamczyk reported that the FMPL Gala is scheduled for Saturday, March 19, 2016 and Touch a Truck for Saturday, July 30, 2016. Work on the Friends Annual Appeal is underway.

## **BUILDING & GROUNDS**

Mr. VanRyzin reviewed the Picture Book Room project, reminding the Trustees that the ceiling had been abated in August. Due to contractual and timing issues the Trustees were not able to agree on a contract with the original architect. Therefore, the Building & Grounds Committee was authorized to contract with an architect for renovation of the Picture Book Room. The Committee recommends that the initial contract be a reduced scope from the original – for ceiling and lighting improvements. The pit work, etc. will be a separate contract.

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

“Resolved to approve a contract with Craig Erezuma of Erezuma Architect for design of a ceiling and lighting plan for the Picture Book Room.”

Mr. VanRyzin reported that the reorganization of the Technical Services area is underway. All furniture was removed to accommodate the HVAC replacement. The Building & Grounds Committee is working with Globus Design to develop a better layout.

## **PERSONNEL COMMITTEE**

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

“Resolved to hire Corinne Bowen and Katherine Hollerith as PT Library Assistants and Robert Dillon as PT Librarian pending successful completion of background checks.”

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

“Resolved to approve a Shared Services Agreement with The Joint Free Public Library of the Chatham for the services of Robert Daniher, Library Technology Assistant, for the year 2016.”

## **TECHNOLOGY COMMITTEE**

Mr. Luber reported that the Technology Committee met on September 24. The website design continues, with the team reviewing top library websites for ideas; researching alternative tools for calendar and online registration and making arrangements to add “Book Letters” which will focus on the Library’s collection. The digitization of the Madison Eagle continues. Mrs. Carter learned recently that Recorder Publishers has all editions of the Madison Eagle digitized from 2002 forward. She will copy those files for submission to Hudson Archival; microfilm will be sent for the years 1996 – 2001. It is anticipated this retrospective project will be completed in

2016. MAIN has hired a Technology Coordinator who has worked at the Morristown/Morris Township Library, so he is familiar with the network. The next Group Purchase will be in February. As part of the current construction project three public computers were taken out of service to accommodate moving the circulation functions to the Alcove. Mr. Luber speculated whether in the future the Library will be de-emphasizing public computers and focusing on improving the wireless network. Staff will continue investigating the options for self checkout.

## **MUF**

No Report

## **SCHOOLS AND TEENS COMMITTEE**

No Report

## **LONG RANGE PLANNING/DEVELOPMENT COMMITTEE**

No Report

## **OLD BUSINESS**

Mr. Binting reminded the Trustees of the Policy that was approved regarding continuation of payment of staff salaries for two weeks during the construction project. Due to the construction delays it appears that it may actually be up to five weeks as access to the building will not be possible as discussed by Mr. Vogel. He posed the question whether staff can work even if the public is not allowed in the building. This work can include work at home, visiting other libraries, continuing education as well as work at the Library. Clearance for staff to work in the building will be requested from the Building Inspector. Mrs. Adamczyk reported that several staff members have been working since the beginning of the construction project including the Maintenance Supervisor, Finance and Administration Manager, Director and two Supervisors as well as one PT Library Assistant. Duties have included construction oversight, preparation for the Trustees meeting, program oversight, and running a small circulation/ILL operation in the Chase Auditorium. Other part-time staff started working in the Chase Room as of yesterday.

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

“Resolved to continue the policy approved for the payment of salaries/hourly rates to the weeks starting October 12 and 19. Subject to construction conditions effective Monday, October 26 staff members are to report to work which will be evaluated on a continuing basis for access availability.”

**NEW BUSINESS**

No Report

**PUBLIC COMMENT**

None

The meeting adjourned at 9:50 pm.

Respectfully submitted,

David Luber  
Secretary