

**Rutherford Public Library Board of Trustees
Minutes for January 18, 2012 Meeting**

Open Meeting

1. Roll Call

Trustees Present	Ms. Brenda Fargo Ms. Nan Giblin Ms. Janice Glock Ms. Rose Inguanti Mr. Mark O'Connor Ms. Monica Rodriguez Mr. Stephen Sacco Ms. Pat Wester
Absent	Mr. Gerry Grenier
Staff Present	Mr. Judah Hamer, Director
Others present	Mayor Joseph DeSalvo Mr. Jim McCarthy
Call to Order	The meeting was called to order at 7:06 p.m. by Ms. Wester

2. Provisions of the Open Public Meetings Act

Ms. Glock read the provisions of the Open Public Meetings Act.

3. Hearing of Citizens

None.

4. President's Report

A. Agenda

Motion: *To approve the agenda*

Moved: Fargo Seconded: Sacco

For: Fargo, Giblin, Glock, Inguanti, O'Connor, Rodriguez, Sacco, Wester

B. Approval of the Minutes

Motion: *To approve the minutes of the December 5 open meeting*

Moved: Glock Seconded: Giblin

For: Fargo, Giblin, Glock, Sacco, Wester

Abstain: Inguanti, O'Connor, Rodriguez

Motion: *To approve the minutes of the December 5 closed meeting*

Moved: Fargo Seconded: Giblin

For: Fargo, Giblin, Glock, Sacco, Wester
Abstain: Inguanti, O'Connor, Rodriguez

C. Report of the President

None.

5. Nomination and Election of Board Officers

Motion: *To approve the nomination and election of Patricia Wester as President*

Moved: Sacco Seconded: Inguanti

For: Fargo, Giblin, Glock, Inguanti, O'Connor, Rodriguez, Sacco, Wester

Motion: *To approve the nomination and election of Stephen Sacco as Vice President*

Moved: Fargo Seconded: Giblin

For: Fargo, Giblin, Glock, Inguanti, O'Connor, Rodriguez, Sacco, Wester

Motion: *To approve the nomination and election of Gerry Grenier as Treasurer*

Moved: Sacco Seconded: Glock

For: Fargo, Giblin, Glock, O'Connor, Rodriguez, Sacco, Wester

Opposed: Inguanti

Motion: *To approve the nomination and election of Janice Glock as Secretary*

Moved: Sacco Seconded: Fargo

For: Fargo, Giblin, Glock, Inguanti, O'Connor, Rodriguez, Sacco, Wester

6. Correspondence

None.

7. Report of the Director

Mr. Hamer reported that the Friends of the Library will elect a new slate of officers at their February Board meeting. Their annual appeal raised just over \$5,000 from 150 families. The mailer cost approximately \$2,000 to produce.

At their January Board meeting, the Friends approved nearly \$10,000 for 2012 children's programs.

The Friends will be doing book sales in April and September. Mr. Hamer will email all Board members the "wish list" submitted to the Friends.

Our wireless network has been improved by upgrading routers. Two switches burned out and had to be replaced. New iMacs have been purchased and will be installed when their location in the new floorplan is determined. Rhoda Portugal will be weeding through materials in the reference area, creating floor space for additional computer workstations.

Approximately 6,000 volumes that are more than 20 years old and that were circulated less than 10 times in that period were removed from the adult non-fiction collection. Volunteers assisted in this process.

Mr. Hamer met with Kim Birdsall and Robert LeMaire at the Library to discuss the reorganization. Mr. Hamer also had a follow up meeting with Dave Porter about the reorganization.

Mr. Hamer offered the Board members a tour of the building to provide an overview of the reorganization.

The Garden State Ballet event sponsored by the Friends was a big success.

Felician College's Entrepreneur Club will provide residents with tax assistance on Saturdays between mid-February and the end of March. The logistical problems experienced last year have been addressed.

The Library is partnering with SGS, a local corporation, to offer a career training series every Wednesday in March.

Mr. Hamer reviewed the statistics in the Library reports and pointed out reasons why numbers are down in categories. He and staff will in 2012 look at ways to collect data for statistics related to interactions at the reference desk in order to account for this part of Library service.

8. Committee Reports

A. Building and Grounds

Mr. Hamer reported that two new cameras have been installed.

The controller for the HVAC burned out in 2009 and, although it was out of warranty, it was refurbished at no cost. At the time, the estimate to replace it was \$5200. It has burned out again. Honeywell and Monsen are providing estimates to replace it. Mr. Hamer will speak with Mr. Gallo and Mr. Stetler regarding the source of funds for the replacement.

There are 600 light fixtures in the building that use bulbs that are being phased out. They will need to be upgraded.

B. Finance

Motion: *To approve payment of bills enclosed in packet*

Discussion: Mr. Hamer purchased two Kindles and two Nooks for staff training.

Moved: Glock Seconded: Giblin
For: Fargo, Giblin, Glock, Sacco, Wester
Abstain: Inguanti, O'Connor, Rodriguez

9. Other Reports

A. Mayor

None.

B. Foundation

Ms. Wester reported that the January meeting was postponed. There are currently 7 Foundation Board members. The Library Board should think of a project for the Foundation to undertake.

C. Legal

Mr. McCarthy reviewed the procedure for issuance of Rice notices and recapped the events and outcomes of the December 5 Board meeting in connection with the filing of the layoff plan with Civil Service. A representative from the CWA attended the December 5, 2012 Board meeting. A labor-management meeting took place on December 19, 2012 with two CWA representatives, and reasons for the layoffs were explained. The plan was submitted to the Civil Service Commission on January 7, 2012. After the plan is approved 45-day layoff notices will be issued. Layoffs are expected to take place in March and August.

Mr. McCarthy reported that the Borough has Liability coverage for volunteers. In addition, there is an added \$1 million coverage for the Library Treasurer.

Mr. McCarthy reminded the Board members that all discussions had in closed sessions must remain confidential.

10. Unfinished Business

None.

11. New Business

A. Proposed 2012 Budget

Mr. Hamer reviewed sources and uses of funds. He pointed out where changes had been made and why. He spoke about the income derived from the netplus and open borrowing programs and explained that the level of reimbursement has dropped and is expected to do so again.

Motion: *For a resolution to continue last year's budget with the changes in the proposed 2012 budget until the February Board meeting*

Moved: Sacco Seconded: Fargo
For: Fargo, Glock, Inguanti, O'Connor, Rodriguez, Sacco, Wester
Abstain: Giblin

B. Adjustment to Per Page Copy Charges

Motion: *To adjust the charge for black and white copies from \$.10 to \$.15 per page*

Moved: Fargo Seconded: Inguanti
For: Fargo, Giblin, Glock, Inguanti, O'Connor, Rodriguez, Sacco, Wester

Motion: *To adjust the charge for color copies from \$.20 to \$.50 per page*

Moved: Rodriguez Seconded: Sacco
For: Fargo, Giblin, Glock, Inguanti, O'Connor, Rodriguez, Sacco, Wester

C. BCCLS Certification

Motion: *To approve the Certification of Agreement with the Bergen County Cooperative Library System (BCCLS) in as far as the Library meets all of the requirements of BCCLS.*

Moved: Giblin Seconded: Fargo
For: Fargo, Giblin, Glock, Inguanti, O'Connor, Rodriguez, Sacco, Wester

D. Engagement of Auditor

The Garbarini & Co. fee for the 2010 and 2011 audits was \$3500 each year. The Company has proposed \$4000 as the annual fee for the 2012 and 2013 audits. It was agreed that Mr. Hamer will seek other quotes and possibly negotiate with Garbarini for a three year contract.

E. 2012 Schedule of Meetings

It was agreed that Board meetings will remain on the third Wednesday of each month in 2012, with the exception of November when the meeting will take place on the fourth Wednesday.

12. Adjournment

Motion: *To adjourn the meeting.*

Moved: Rodriguez Seconded: Fargo

For: Fargo, Giblin, Glock, Inguanti, O'Connor, Rodriguez, Sacco, Wester

There being no further business before the Board, the meeting was adjourned at 9:12 p.m.

Respectfully submitted,



Patricia Wester
President