

**Rutherford Public Library Board of Trustees
Minutes for January 19, 2011 Meeting**

Open Meeting

1. Roll Call

Trustees Present	Ms. Nan Giblin Ms. Janice Glock Mr. Gerry Grenier Mayor John Hipp Mr. Stephen Sacco Ms. Pat Wester Ms. Ann Wilson
Absent	Ms. Brenda Fargo
Staff Present	Ms. Margaret Mellett, Interim Director Ms. Jane Tarantino, Children's Librarian Ms. Ellen Carter, Supervising Library Assistant Ms. Rhoda Portugal, Reference Librarian
Others present	Mr. Judah Hamer, Director Candidate Ms. Pamela Thornton, Search Consultant Ms. Della Rowland, Friends of the Library of Rutherford
Call to Order	The meeting was called to order at 7:00 p.m. by Pat Wester.

2. Provisions of the Open Public Meetings Act

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

3. Hearing of Citizens

Ms. Tarantino told the group that although the library was closed for many furlough Fridays this year, our Children's Department had the fifth highest circulation in Bergen County.

4. Nomination and Election of Officers

Motion: To approve the following slate of officers for 2011:

Pat Wester, President
Stephen Sacco, Vice President
Janice Glock, Secretary
Gerry Grenier, Treasurer

Moved: Wilson Seconded: Giblin
For: Giblin, Glock, Grenier, Hipp, Sacco, Wester, Wilson

Mayor Hipp swore in Ms. Wester. Mayor Hipp noted that Sharon Clancy was also appointed to the Board and that Brenda Fargo will be reappointed as the representative for the Board of Education.

5. Search Committee

Ms. Wester introduced Mr. Judah Hamer, who is a candidate for the position of Library Director. The Board members and others present had the opportunity to interview Mr. Hamer. Topics discussed included his prior experience and his views on the role of the Director in the community.

6. Correspondence

None.

7. President's Report

A. Agenda

Motion: *To approve the Agenda with the amendment to discuss Donor Relations after the Finance Committee report.*

Moved: Wilson Seconded: Glock

For: Giblin, Glock, Grenier, Hipp, Sacco, Wester, Wilson

B. Approval of the Minutes

Motion: *To approve the Minutes of the December 15 Open Meeting with a correction to the last line of the Donor Relations report to read, "Ms. Giblin shared Ms. Donnelly's suggestion of a retreat for both Boards to facilitate communication."*

Moved: Glock Seconded: Giblin

For: Giblin, Glock, Wester, Wilson

Abstain: Hipp, Sacco

Motion: *To approve the Minutes of the January 3 Special Meeting*

Moved: Wilson Seconded: Sacco

For: Glock, Grenier, Sacco, Wester, Wilson

Abstain: Giblin, Hipp

C. Report of the President

None.

8. Report of the Interim Director

We began the new Library hours on January 10. There are concerns about the shorter evenings from both the Poets group, which meets Wednesday nights, and the Friends, who have sponsored Family Fun nights on Fridays. The new hours also impact Movie Night. There was a discussion of exploring the idea of moving Family Fun to daytime on Saturday. There is a possibility of keeping only the Auditorium open for Movie Night and the Poets Group. The Mayor suggested that we might be able to lease space for some of our programs from the Presbyterian Church. Ms. Mellett will have discretion to make the necessary arrangements to accommodate these groups.

All Trustees will be signed up for the NJ Library Trustees Association membership.

Ms Wester and Ms. Mellett will sign the BCCLS Certification of Agreement form, which certifies compliance with BCCLS By-laws, Policies and Procedures, and requirements of membership.

On January 26, Comcast will upgrade the Library's communication lines.

The Library staff will be contributing 1.5% of gross salary for medical coverage. A decision has been made that the Borough will not switch to the Statewide Health Benefits Plan. The Mayor explained that we have agreements with a number of retirees who would not be covered under the State Plan, and that a change would require the Borough to pay approximately \$20,000 per person for 8 to 10 people.

Ms. Mellett has had discussions with Borough Hall about the lag time in paying bills, which has resulted in the Library incurring late charges. Mr. Cortright had suggested that money be transferred to the Library periodically and then the Library would pay the bills. The Mayor suggested that a money transfer occur quarterly. Ms. Mellett will follow up with Mr. Gallo.

The Library will again conduct the Volunteer Income Tax Assistance Program this year for those residents who qualify. The assistance will be available on Saturdays from February 19 to March 26 from 10 a.m. to 2 p.m.

The Friends group has offered to pay for an adult career program conducted by Eli Amdur, a columnist for *The Record*. It will be a four-part program on Tuesdays in March starting at 7 p.m. The cost is \$200 per session.

The Library staff spent the first two Fridays in January catching up on processing. The effort was very successful and Ms. Mellett commented that the cross-training that occurred was useful.

9. Committee Reports

A. Building and Grounds

The Hartford Steam Boiler Inspection and Insurance Company conducted an inspection of the boiler and noted that the check valve had been installed in the wrong location and must be relocated. The valve prevents backflow and is not up to code. A Notice of Violation was received from the State Division of Public Safety and Occupational Safety and Health. The Mayor noted that failure to correct the violation could result in a \$5,000 fine. A Borough plumbing inspector will visit the Library to address the issue. Mr. Sacco suggested that the company that installed the boiler be contacted in writing and a request be made that they correct the mistake.

On December 28 Fire Marshall Paul Dansbach conducted the annual Fire Inspection. Ms. Mellett is awaiting his formal report.

The time clock that controls the perimeter lights is not working. It is approximately 40 years old, and the DPW will likely need to replace it.

The DVR that is linked to our security system for monitoring the mezzanine area is no longer working. Chief Security Systems has quoted \$2,100 for a replacement. This model would allow for up to eight cameras, although the Library presently is wired for five. Ms Mellett will contact Mr. Gallo to ascertain responsibility for the replacement cost.

The DPW has been doing a great job in keeping the walkways clear for safe access to the Library.

B. Finance.

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

Moved: Giblin Seconded: Glock

For: Giblin, Glock, Grenier, Hipp, Sacco, Wester, Wilson

Motion: *To approve the revised Preliminary 2011 Budget included in the packet.*

Moved: Glock Seconded: Wilson

For: Giblin, Glock, Grenier, Hipp, Sacco, Wester, Wilson

Mr. Grenier congratulated Ms. Mellett for her hard work on the budget.

C. Donor Relations

The Foundation Committee met on January 15 and we are ready to submit all the paperwork for 501(c)(3) status. We verified the proper IRS paperwork required to transfer funds from the Merrill Lynch fund. This process can take up to six months. The official formation date of the Foundation is November 2010. We will write two checks from the Merrill Lynch fund for the fees required.

Motion: *To approve a check for \$850 to the U.S. Department of the Treasury and a check for \$60 to the New Jersey Division of Consumer Affairs*

Moved: Giblin Seconded: Sacco

For: Giblin, Glock, Grenier, Hipp, Sacco, Wester, Wilson

10. Other Reports

A. Mayor

None.

B. Friends of the Library

The Friends have approved funding for a full slate of Children's Programs, as well as for the career program previously mentioned. They have a new slate of officers with Vanessa Warner installed at their last meeting as President.

11. Unfinished Business

None.

12. New Business

None.