

**Rutherford Public Library Board of Trustees  
Minutes for October 17, 2012 Meeting**

**Open Meeting**

**1. Roll Call**

Trustees Present	Ms. Wendy Armacost Ms. Brenda Fargo Ms. Janice Glock Mr. Gerry Grenier Ms. Rose Inguanti Ms. Julie Kajouras Mr. Mark O'Connor Ms. Monica Rodriguez Ms. Pat Wester
Staff Present	Mr. Judah Hamer, Director
Others present	Ms. Linda Rynd
Call to Order	The meeting was called to order at 7:06 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. President's Report**

Ms. Wester welcomed new Trustees Wendy Armacost and Julie Kajouras.

**A. Agenda**

**Motion:** *To approve the agenda with two additions*

Moved: Rodriguez      Seconded: Grenier

For: Armacost, Fargo, Glock, Grenier, Inguanti, Kajouras, O'Connor, Rodriguez, Wester

Against:

Abstain:

**B. Approval of the Minutes**

**Motion:** *To approve the minutes of the September 19 open meeting*

Moved: Glock      Seconded: Fargo

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

Against:

Abstain: Armacost, Grenier, Kajouras

#### 4. Hearing of Citizens

Linda Rynd from the Rutherford Bible Chapel discussed the issue of the location of their puppet show, traditionally held on the front steps of the Library during the Labor Day Street Fair. She asked that they be allowed to continue in this location in the future. The Board will take the request under advisement.

#### 5. Correspondence

Two emails were received complimenting the new Children's Room. Mr. Hamer noted that both Story Hour and Music and Movement have been well attended.

Mr. Hamer is the new President-elect for BCCLS for 2013.

#### 6. Director's Report

Mr. Hamer is considering two candidates for the position of account clerk.

The circulation desk "drop off" slot was installed today.

The reorganization of the office space is nearly complete.

With the transition to the new integrated library system, each individual must use his/her own card to check out. Patron education on this has begun.

The staff continues to work on collecting the outstanding fines for the Open Borrowing program.

Mr. Hamer discussed some of the statistics in his monthly report. A cut in the materials budget will negatively impact circulation.

Paperwork is being reviewed for the joint filing for a Bergen County grant for the Rutherford Public Library and the Civil Rights Commission. It would provide \$1,000 in matching funds for a Story Corps style project. The goal is to have 4 stories completed by summer 2013.

The next few weeks will be dedicated to staff training for Polaris, training a new account clerk and preparing a new budget.

#### 7. Committee Reports

##### A. Finance

**Motion:** *To approve payment of bills enclosed in packet with two additions*

Moved: Grenier                      Seconded: Glock

Discussion: One of the bills was incorrectly coded to HVAC rather than to copier maintenance. The technology consulting bill was explained in detail.

For:     Armacost, Fargo, Glock, Grenier, Inguanti, Kajouras, O'Connor, Rodriguez, Wester  
Against:  
Abstain:

**Motion:** *To approve payment to the Borough for the following expenses incurred in 2012, totaling \$230,000: \$106,000 for medical benefits; \$30,500 for FICA; \$9,500 for worker's*

compensation; \$30,000 for liability insurance; \$4,500 for maintenance; and, \$49,500 for utilities.

Moved: Grenier                      Seconded: Fargo

For: Armacost, Fargo, Glock, Grenier, Inguanti, Kajouras, O'Connor, Rodriguez, Wester

Against:

Abstain:

Mr. Grenier reported on the October 3 Finance Committee meeting. There was discussion of the new accounting system that will be put in place; the anticipated budget surplus and carry-over of approximately \$20,000; and, the 2013 budget. The Committee will meet with Corey Gallo next week to discuss municipal funding for 2013. The goal is to adopt a new budget at the November Board meeting.

Mr. Hamer reviewed line items from the draft 2013 budget.

## 8. Other Reports

### A. Mayor

Mr. O'Connor reported that the Mayor warmly welcomes the two new Board members.

### B. Foundation

Ms. Wester reported that the Foundation board will meet next week.

## 9. Executive Closed Session

WHEREAS, the "Open Public Meetings Act" requires that a public body adopt a resolution at an open meeting before going into closed session to discuss a matter which excludes the public as permitted under Section 7b;

NOW, THEREFORE, BE IT RESOLVED, that the Library Board of Trustees will hold a closed meeting on Wednesday, October 17, 2012 at 8:01 p.m. in the auditorium to discuss union negotiations and staff separations.

BE IT FURTHER RESOLVED, that the outcome of this discussion will be disclosed to the public when there is no further need for confidentiality.

**Motion:** *To go into Closed Session*

Moved: Glock                      Seconded: Fargo

For: Armacost, Fargo, Glock, Grenier, Inguanti, Kajouras, O'Connor, Rodriguez, Wester

Against:

Abstain:

## RETURN TO OPEN SESSION

The return to Open Session was at 8:23 p.m.

## 10. Old Business

The Donor Policy discussion will be tabled until the next meeting.

Mr. Hamer is working on the Library Assistant substitute list.

**Motion:** *To approve the allocation of \$4,000 to fund start up costs for the RPL Foundation*

Moved: Inguanti

Seconded: Fargo

For: Armacost, Fargo, Glock, Grenier, Inguanti, Kajouras, O'Connor, Rodriguez, Wester

Against:

Abstain:

## 11. New Business

Ms. Inguanti reported that the ad hoc Capital Improvement committee met last week. The committee is recommending that a bathroom be added on the main floor and that new carpet be installed on the main floor. It was agreed that a design plan is required first and that an architect should be hired to provide drawings and advice.

It was agreed that the Library and its affiliates will be using the Library's front steps during the Labor Day Street Fair 2013. Ms. Wester will write a letter to the Rutherford Bible Chapel informing them of this change.

Ms. Wester established a Nominating committee for next year's officers. Members are Ms. Glock, Ms. Fargo and Ms. Wester.

**Motion:** *To close the Library on November 15 for staff development/training*

Moved: Rodriguez

Seconded: Fargo

For: Armacost, Fargo, Glock, Grenier, Inguanti, Kajouras, O'Connor, Rodriguez, Wester

Against:

Abstain:

## 12. Adjournment

**Motion:** *To adjourn the meeting.*

Moved: Fargo

Seconded: Inguanti

For: Armacost, Fargo, Glock, Grenier, Inguanti, Kajouras, O'Connor, Rodriguez, Wester

Against:

Abstain:

There being no further business before the Board, the meeting was adjourned at 9:30 p.m.

Respectfully submitted,

Patricia Wester  
President