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

Open Meeting

1. Roll Call

Trustees Present
Ms. Brenda Fargo
Ms. Janice Glock
Mr. Gerry Grenier
Mr. Stephen Sacco
Ms. Pat Wester
Ms. Ann Wilson

Absent
Ms. Sharon Clancy
Ms. Nan Giblin
Mayor John Hipp

Staff Present
Mr. Judah Hamer, Director

Others present
Mr. Jim McCarthy

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
None.

4. President’s Report

A. Agenda
Motion: To approve the agenda
Moved: Fargo Seconded: Wilson
For: Fargo, Glock, Grenier, Sacco, Wester, Wilson

B. Approval of the Minutes
Motion: To approve the minutes of the September 21 Open Meeting with a strike to the second motion on page 2 (“To have counsel attend every Board meeting until the end of the year.”) as null and void due to a scribe’s error.

Moved: Glock Seconded: Grenier
For: Fargo, Glock, Grenier, Wester, Wilson
Abstain: Sacco
5. **Friends of the Library**  
The next Book Sale will be in April. Donations for the sale will be accepted approximately one month before the sale date. In the next sale, the Friends will take a more active role in sorting through the donations in preparation for the sale, reducing the amount of staff time spent on the sale.

6. **Correspondence**  
None.

7. **Report of the Director**  
Mr. Hamer reported that we are still waiting for a proposal from the union.

Mr. Hamer reported on his having suspended the Library Intern search. He recommended the use of substitute Librarians to help cover the Reference Desk for the remainder of the year and suggested revisiting this position during the development of the 2012 Budget.

The Bergen County Freeholders reduced their support of BCCLS from $175,000 in 2011 to $100,000 in 2012.

Brodart is refunding the Library $620. The Library will also receive approximately $731.49 from the George Foreman Grill Company in the form of a grant for materials on healthy eating.

The new PCs have been delivered. Independent contractor Wojtek Iwancyk will pick them up and configure them off-site. The goal is to install them in early November. Mr. Hamer is still procuring software for the machines.

Robin Reenstra-Bryant indicated that the Rutherford Downtown Partnership is interested in doing a health fair at the Library. Since this program would involve using Library space to allow for-profit businesses to promote their services it conflicts with the Library’s Meeting Room Policy. Mr. Hamer said he indicated to Ms. Reenstra-Bryant that he would check in with the Board about this.

8. **Committee Reports**

A. **Building and Grounds**  
Some of the ceiling tiles damaged from incidental roof leaks that occurred during Hurricane Irene have been replaced.

Several incidents in the past few months have highlighted the need to install additional cameras in the stairwells. Mr. Hamer will proceed with arranging installation.

B. **Finance**  
**Motion:** To approve payment of bills enclosed in packet  
Moved: Wilson  
Seconded: Glock  
For: Fargo, Glock, Grenier, Sacco, Wester, Wilson
Mr. Grenier reported that the transfer of funds back to the Merrill Lynch account was completed and the old account was reinstated.

Mr. McCarthy referenced the Endowment Transfer and explained the Return of Funds Law which was established in 2010. This law requires that any public library be required to give back to the municipality all funds over 120% of operating expenses.

He explained that simply having funds in a separate account doesn't immunize it from this law. We can insulate the funds by creating a capital project plan. It should be a 3-5 year plan and should incorporate a technology plan. The plan can then be adjusted year to year.

The Library already has a Design Study that includes estimates for capital expenditures. This Design Study can serve as a capital plan until another one is created.

9. Other Reports

   A. Mayor
      None.

   B. Foundation
      Ms. Wester reported that the Foundation now has 7 people on its Board and that they expect another addition shortly. The first Board meeting will be scheduled in the next few weeks.

10. Unfinished Business
    None.

11. New Business
    Jim McCarthy spoke on a model for the Board meeting minutes going forward, addressing the level of detail that should be in the minutes.

    Mr. McCarthy reported that the request from Mr. Cleary for more detail in the form of Draft meeting minutes has been denied. He advised that there is no need to archive draft minutes once the final minutes are approved.

    Motion: To ratify the letter dated October 7, 2011 sent by Jim McCarthy to Jim Cleary regarding Mr. Cleary's request for Draft meeting minutes.
    Moved: Sacco         Seconded: Wilson
    For: Fargo, Glock, Grenier, Sacco, Wester, Wilson

    Mr. Hamer reported on Corey Gallo's request that the Library Board cut its 2012 Budget by $100,000. Mr. Hamer reported on a conversation in which Borough CFO Gordon Stelter indicated that this reduction be made from the municipal appropriation.

    Mr. Hamer reported that the Mayor suggested that the Board present the 2012 Budget it needs to operate the Library directly to the Council.
Mr. Hamer discussed the impact of reductions in funding in 2012 in terms of reducing staff, and he indicated that a way to reduce staff would be to eliminate one of the circulation desks. This elimination is predicated on a re-organization of the building, which would need to be implemented over the course of next year. Consequently the Library would need to begin to take steps in early 2012 to effect this change. There would be some restructuring of staff and possibly a need to cut hours initially.

Mr. Hamer recommends proceeding with work on a layoff plan since it takes 75 days to implement a layoff plan.

Pat Wester indicated that she will form an ad hoc committee to work with Mr. Hamer.

Mr. Sacco commented on the value Jim McCarthy brings to the Board.

12. Adjournment

Motion: To adjourn the meeting.
Moved: Sacco Seconded: Glock
For: Fargo, Glock, Grenier, Sacco, Wester, Wilson

There being no further business before the Board, the meeting was adjourned at 8:30 p.m.

Respectfully submitted,

[Signature]

Patricia Wester
President