Rutherford Public Library Board of Trustees
Minutes for October 20, 2010 Meeting

Open Meeting

1. Roll Call

Trustees Present
Ms. Brenda Fargo
Ms. Janice Glock
Mayor John Hipp *
Mr. Stephen Sacco
Ms. Pat Wester
Ms. Ann Wilson

Absent
Ms. Nan Giblin
Mr. Gerry Grenier

* Mayor Hipp arrived at 7:15 p.m.

Staff Present
Interim Director, Ms. Margaret Mellett

Call to Order
The meeting was called to order at 7:04 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
No citizens were present.

4. Correspondence
Ms. Wester referenced two pieces of correspondence. The first was a letter from Ms. Wester to Ms. Mellett offering her the position of Interim Director. The second was a letter from Jane Fisher to James Hands thanking him for his generous donation to cover the cost of the printing copies of his Borough of Rutherford map, which will be offered for sale by the Friends.

5. President's Report

A. Agenda

Motion: To modify the Agenda to: a) include all Meeting Minutes from September; and b) to modify Item #6 to read “Interim Director”

Moved: Glock Seconded: Sacco
For: Fargo, Glock, Sacco, Wester, Wilson

B. Approval of the Minutes

Motion: To approve the Minutes of the September 15 Open Meeting

Moved: Sacco Seconded: Wilson
For: Fargo, Glock, Sacco, Wester, Wilson
Motion: To approve the Minutes of the September 15 Closed Meeting
Moved: Wilson         Seconded: Sacco
For:      Fargo, Glock, Sacco, Wester, Wilson

Motion: To approve the Minutes of the September 29 Open Meeting with a correction to
the list of Trustees present and to the spelling of Ms. Mellett’s name
Moved: Fargo         Seconded: Glock
For:      Fargo, Glock, Sacco, Wester, Wilson

Motion: To approve the Minutes of the September 29 Closed Meeting
Moved: Fargo         Seconded: Wilson
For:      Fargo, Glock, Sacco, Wester, Wilson

C. Report of the President
Ms. Wester mentioned that it had been a very busy month, notably: on September 22, Jane
Fisher resigned; on September 25, Ms. Wester attended the NJ State Library Trustee Institute
Conference with Vanessa Warner, of the Friends; on September 27, the Search committee
interviewed a potential Interim Director; on September 29, the Interim Director position was
offered to Peg Mellett; on October 4, Ms. Mellett began in her new position; on October 12, there
was a farewell party for Jane Fisher; on October 13, the Trustees met with two potential search
consultants to facilitate the hiring of a new Director.

Work on the Foundation is continuing, as planned, with the goal of the Foundation being in place
by year-end. Catherine Donnelly will meet with Nan Giblin and Pat Wester on October 26 to
update them on the progress. Jane Fisher will continue to work with Ms. Donnelly and the Board
in getting the Foundation established. She will work on a consulting basis.

A Nominating Committee will be established to select Officers for next year.

Staff evaluations, normally done in November, will not be addressed until the new Director is in
place.

Ms. Wester also introduced Peg Mellett as interim director, and acknowledged the smooth
transition that has occurred.

6. Report of the Interim Director
Ms. Mellett spoke about her background and her excitement about assuming her new role. She is
working closely with the staff and is also working on a budget for next year.

Motion: To adjust the Library hours of service to reflect the restoration of $200,000 of
Municipal funding
Moved: Glock         Seconded: Wilson
For:      Fargo, Glock, Hipp, Sacco, Wester, Wilson

The staff must be given two weeks’ notice, so the effective date of the new hours will be
November 8.
7. Committee Reports

A. Building and Grounds
There is still a concern about refrigerant leaking on the Trane chiller. Ms. Fisher had contacted both Envirocon and Boswell Engineering for assistance. Ms. Fisher sent a second memo requesting that a status update be provided to Ms. Mellett.

The scheduled planting of 60 daffodil bulbs by Cub Scout Troop #168 was rained out. A new date of October 30 has been scheduled for fall clean up and planting.

B. Finance.
Motion: To approve payment of bills enclosed in the packet
Moved: Glock  Seconded: Sacco
For: Fargo, Glock, Hipp, Sacco, Wester, Wilson

Motion: To adopt the 2010 Budget enclosed in the packet
Moved: Fargo  Seconded: Glock
For: Fargo, Glock, Hipp, Sacco, Wester, Wilson

C. Donor Relations
No report.

8. Other Reports

A. Mayor
Mayor Hipp welcomed Ms. Mellett to her new position. The Borough Budget has been passed and the Council is working on changes to the budget process for next year.

B. Friends of the Library
The book sale on September 25 raised $1200. The Cupcakes for Champions event on the same day was a success.

Ms. Wester reported on the Trustee Institute Conference. Vanessa Warner, a member of the Friends, attended as a guest of the Board. The program was excellent with informative, well-run workshops. Ms. Wester recommended that the Board continue its participation/attendance next year, and that we again extend an invitation to the Friends to help foster a collaborative relationship between the Board and the Friends.

9. Unfinished Business
None.

10. New Business
Ms. Glock, Mr. Grenier and Ms. Wester interviewed two search consultants on October 13th. Pamela Thornton was their recommended choice. Her fee is $4,000 payable in two installments.
Motion: To approve consulting services of $4000 for the Library Director search process, subject to review of a final contract
Moved: Hipp   Seconded: Glock
For: Fargo, Glock, Hipp, Sacco, Wester, Wilson

11. Adjournment

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

There being no further business before the Board, the meeting was adjourned at 7:40 p.m.

Respectfully submitted,

[Signature]
Patricia Wester
President