

**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
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Absent	Ms. Nan Giblin Mr. Gerry Grenier
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* Mayor Hipp arrived at 7:15 p.m.

Staff Present	Interim Director, Ms. Margaret Mellett
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Call to Order	The meeting was called to order at 7:04 p.m. by Pat Wester
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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,



Patricia Wester
President