

**Rutherford Public Library Board of Trustees
Minutes for November 17, 2010 Meeting**

Open Meeting

1. Roll Call

Trustees Present	Ms. Brenda Fargo Ms. Nan Giblin Ms. Janice Glock Ms. Pat Wester Ms. Ann Wilson
Absent	Mr. Gerry Grenier Mayor John Hipp Mr. Stephen Sacco
Staff Present	Interim Director, Ms. Margaret Mellett
Others Present	Tom Yezerski
Call to Order	The meeting was called to order at 7:02 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. Presentation of Painting by Mr. Yezerski

Ms. Glock welcomed former Trustee Tom Yezerski. Mr. Yezerski spoke briefly about his time on the Library Board of Trustees, and his wish to extend his thanks to the community. He created a painting of a scene in the Main Reading Room of our Library and graciously donated it to us. Photographs were taken with Mr. Yezerski and Board members to commemorate the donation.

5. Correspondence

Ms. Wester received a letter from an attorney who might be a candidate to represent the library for non-union issues. This will be addressed early next year.

Ms. Wester received a letter from long-time employee, Nora Dolan, tendering her resignation effective December 31, 2010.

6. President's Report

A. Agenda

Motion: *To modify the agenda to include: a) discussion of 2011 preliminary budget; b) a motion to accept the resignation of Nora Dolan; c) a motion to close the Library early on December 9th.*

Moved: Giblin

Seconded: Fargo

For: Fargo, Giblin, Glock, Wester, Wilson

B. Approval of the Minutes

Motion: *To approve the minutes of the October 20 Open Meeting.*

Moved: Glock Seconded: Wilson

For: Fargo, Glock, Wester, Wilson

Abstain: Giblin

C. Report of the President

Ms. Wester requested that Ms. Fargo, Mr. Sacco, and Ms. Wilson serve as the Nominating Committee.

Ms. Wester gave an update on the Director search. Trustees Ms Wester, Mr. Grenier, and Ms. Glock; Friends of the Library, Ms. Rowland and Ms. Warner; and staff members, Ms. Mellett, Ms. Carter and Ms. Tarantino met with Pamela Thornton, Search Consultant, to provide input.

A recruitment ad was placed on several websites. Ms. Glock showed the group printouts of the ads. Applications will be accepted through December 20th. Ms. Giblin asked if the resumes will be screened as they come in or if they will be held until the end. Ms. Wester replied that they will be screened as they come in and that we will receive updates periodically. Ms. Wester noted the importance to the process of the input received from staff and Friends. Ms. Giblin encouraged Ms. Mellett to apply for the position.

7. Report of the Interim Director

Ms. Mellett noted a correction to the statistics on her report for October 2010. Children's programs numbered 15 rather than 3.

Ms. Mellett passed out copies of the "Transfer of Excess Library Funds" legislation.

Ms. Mellett spoke about the resignation of Ms. Dolan who has worked for the Library since 1985. It was agreed that Ms. Glock will create a Certificate of Recognition for Ms. Dolan to be presented by Ms. Wester with a card signed by all Board members.

A Holiday party for the staff is being planned for December 9th.

The new Library hours began on November 8th and an email was sent to those on our email list.

Ms. Mellett received an email from Ed Cortright asking if a formal letter from him was required on the subject of the \$230,000 Library expense allocation. Ms. Mellett will meet with him on November 22nd to clarify the language of his email. The Board would like a copy of the Resolution on this topic that was signed previously.

Ms. Mellett has been working on the new budget for the past month.

Ms. Mellett has been attending Department Head meetings at Borough Hall. There is discussion of joining the State Health Benefits Program, which is a better plan at a lower cost. Details will be forthcoming from Corey Gallo, and there is an anticipated start date of March 1, 2011.

Ms. Mellett met with Bill Neumann and Della Rowland with regard to getting Jim Hands' map of Rutherford ready for sale. The printing cost for each is \$85 and the anticipated sale price is \$200, yielding a profit of \$115. We will print 10 for now. Mr. Neumann will handle map sales at the Friends book sale event on December 11th. Checks for the map will be made out to the Friends. Ms. Fargo will present the availability of the map to the PTA Presidents of the local schools.

8. Committee Reports

A. Building and Grounds

Ms. Glock reported on the repair of the chiller leak. Ms. Mellett was successful in following up on the issue with the Borough and received a quote from Monsen Engineering for \$1,123.00. On November 8th, Ms. Mellett was informed that she could go ahead with the repair and the Library would not be charged. It will be handled through the 2010 Building and Grounds appropriation in the Borough's 2010 Budget.

On October 30th Cub Pack 168, along with their families and friends, did a wonderful fall clean up job. 24 enthusiastic individuals worked for 1½ hours and planted daffodils in the front of the building and in the rose garden. Ms. Glock generously donated the daffodil bulbs. Cub Master Rick Inguanti submitted a photo that appeared in last week's South Bergenite, and a thank you Letter to the Editor was written in appreciation of their work.

B. Donor Relations

Ms. Giblin reported on the progress towards creating a Foundation. The first official meeting was held on November 9th with Ms. Giblin, Ms. Wester and Ms. Anne McCormack present. The legal paperwork is in process.

Ms. Giblin read the objectives of the Foundation and noted that it is a fundraising arm of the Library that works closely with the Board of Trustees to fund key priorities. She also noted the importance of the Friends of the Library having a clear focus that is distinct from the Foundation. Consultant Catherine Donnelly recommended that the Board of Trustees and the Foundation Board have a retreat to begin the process of working together.

The Committee is relying on the Board of Trustees to make recommendations for Foundation Board members. The qualities required are that the member be a Library user and supporter, influential and well connected in the community and able to make a substantive gift to the Library. Ms. Giblin noted that one of the members should have a very strong background in finance.

Ms. Mellett asked if the Library Director would be present at Foundation meetings. The Director would be present but would not vote.

C. Finance.

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

Discussion: Ms. Mellett noted that one bill was included in error.

Moved: Glock Seconded: Fargo

For: Fargo, Giblin, Glock, Wester, Wilson

Motion: *To approve the preliminary 2011 budget.*

Discussion: Ms. Wilson highlighted notable changes to the budget. Projected funding is down by 8%. The new hours and budget cuts resulted in decreases in wages, benefits and programs. Legal costs are increasing very quickly. Ms. Giblin will speak to Beth Hinsdale about containing legal fees going forward.

Moved: Giblin Seconded: Glock

For: Fargo, Giblin, Glock, Wester, Wilson

D. Personnel

Motion: *To approve holiday pay for ½ day Christmas Eve (closing early on December 23), Christmas Day, ½ day New Year's Eve (closing early on December 30), and New Year's Day.*

Discussion: Because Christmas Day and New Year's Day fall on a Saturday, and we are still having furlough days on Friday, holiday pay for the staff becomes complicated. The contract doesn't specify how this situation should be handled, so Ms. Mellett has made a proposal to address it.

Moved: Giblin Seconded: Wilson

For: Fargo, Giblin, Glock, Wester, Wilson

Motion: *To regretfully accept the resignation of Nora Dolan with appreciation for her years of service and our good wishes*

Moved: Giblin Seconded: Glock

For: Fargo, Giblin, Glock, Wester, Wilson

Motion: *To close the Library at 6 p.m. on December 9 for a staff Holiday party*

Moved: Glock Seconded: Giblin

For: Fargo, Giblin, Glock, Wester, Wilson

9. Other Reports

A. Mayor

None.

B. Friends of the Library

The Friends are having a mailer party on November 22nd from 1 p.m.–9 p.m and a book sale on December 11th.

The Friends are sponsoring the Nutcracker with the Garden State Ballet on December 18th at 1 p.m.

Ms. Mellett is working on a "needs" list for next year.

10. Unfinished Business

None.

11. New Business

A letter will be sent to the editors of the local papers thanking the community again for their support and advocacy for the Library.

12. Adjournment

Motion: *To adjourn the meeting*

Moved: Wilson Seconded: Fargo

For: Fargo, Giblin, Glock, Wester, Wilson

There being no further business before the Board, the meeting was adjourned at 8:50 p.m.

Respectfully submitted,



Patricia Wester
President