Rutherford Public Library Board of Trustees
Minutes for November 28, 2012 Meeting

Open Meeting

1. Roll Call

Trustees Present	Ms. Wendy Armacost Ms. Janice Glock Mr. Gerry Grenier Ms. Rose Inguanti Ms. Julie Kajouras Ms. Pat Wester
Absent	Ms. Brenda Fargo Mr. Mark O'Connor Ms. Monica Rodriguez
Staff Present	Mr. Judah Hamer, Director
Others present	Mr. Jim McCarthy
Call to Order	The meeting was called to order at 7:10 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

A. Agenda

Motion: *To approve the agenda*
Moved: Kajouras Seconded: Inguanti
For: Armacost, Glock,Grenier, Inguanti, Kajouras, Wester
Against:
Abstain:

B. Approval of the Minutes

Motion: *To approve the minutes of the October 17open meeting*
Moved: Armacost Seconded: Kajouras
For: Armacost, Glock,Grenier, Inguanti, Kajouras, Wester
Against:
Abstain:

Motion: *To approve the minutes of the October 17 closed meeting*
Moved: Kajouras Seconded: Glock
For: Armacost, Glock,Grenier, Inguanti, Kajouras, Wester
Against:
Abstain:

C. Report of the President
None.

4. Hearing of Citizens
Ms. Wester welcomed the six members of the Friends of the Library who were present and spoke about the invaluable contribution they make to the Library.

Mr. Hamer noted that the recent Friends mailing returned approximately $1,700. At their November meeting, a request was made for $12,500 from the Friends for children's programming.

Former Friend of the Library John Dollar recently passed away.

5. Correspondence
None.

6. Director's Report
Mr. Hamer reported that the 10,000 books left over from the last book sale were removed by a company that promised to pay the Library $.10 per book. The $1,000 has not yet been paid and the Friends are following up.

Jennifer Morales, the new account clerk, has resolved our general ledger issues.

Library staff is focusing on training for the new software. The planned November 15 closing for training will be rescheduled for December 6.

The main floor office space reorganization is complete.

One of the two boilers that service the building is down due to a circulator pump overheating. Monsen removed it for repair. The service call was $476 and the repair will be $1,788. It was noted that the service contract should be reviewed for next year.

The Music and Movement program is averaging more than 90 attendees each week.

We had fewer school visits this year due to logistics difficulties at the schools.

The Open Borrowing program with Passaic is declining in usage because we can't access their database to determine if potential borrowers are in good standing.

7. Committee Reports

A. Finance

Mr. Grenier explained the addition of three bills that were not included in the packet: a bill from BCCLS; a bill from attorney Beverly Wurth; and a bill from the Borough for unemployment costs. Mr. Hamer gave some details on how the BCCLS bill breaks down.

Motion: *To approve payment of bills enclosed in packet with three additions*
Moved: Grenier Seconded: Inguanti
For: Armacost, Glock,Grenier, Inguanti, Kajouras, Wester
Against:
Abstain:

Mr. Grenier reported on the recent Finance Committee meeting with Corey Gallo and Gordon Stelter. Mr. Gallo will recommend that the Borough appropriation to the Library in 2013 remain the same as in 2012.

The year-end surplus was discussed. The proposed use of funds included in the Board packet will be incorporated into the 2013 budget.

8. Other Reports

A. Mayor

None.

B. Foundation

Ms. Wester reported that a recent meeting finalized plans for a fundraising dinner dance on February 14, 2013, chaired by Cheryl Spadaro.

The on-line giving feature is active on the Foundation website.

C. Legal

Mr. McCarthy discussed the revised Donor Policy, which gives the Library and Board the ultimate decision on use of funds. Donors should acknowledge in writing that the use of donations is at the Library's sole discretion. There was a discussion of how funds are solicited and on the use of contact lists.

D. Nominating Committee

Ms. Wester reported that the committee is working on a proposed slate of officers for 2013.

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, November 28,2012at 8:13p.m. in the auditorium to discuss union negotiations.

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:Armacost
For: Armacost, Glock,Grenier, Inguanti, Kajouras, Wester
Against:
Abstain:

RETURN TO OPEN SESSION
The return to Open Session was at 8:50p.m.

10. Old Business

A. Donation Policy
This will be reviewed again at the December meeting.

B. 2013 Operating Budget
This is tabled until the December meeting.

11. New Business

A. Union Contract
Motion: *To authorize the President of the Board of Trustees to sign the Collective Bargaining Agreement consistent with the memorandum dated November 28, 2013*
Moved: Grenier Seconded: Inguanti
For: Armacost, Glock,Grenier, Inguanti, Kajouras, Wester
Against:
Abstain:

B. Internet Use Policy
The Policy Committee has included a modified version of this policy in the Board packet. Modifications reflect changes in the physical layout of the Library and some technological updates (e.g., managing printing via the automated system instead of by staff at the circulation desk).

Motion: *To approve the revisions to the Library Internet Use Policy*
Moved: Armacost Seconded: Kajouras
For: Armacost, Glock,Grenier, Inguanti, Kajouras, Wester
Against:
Abstain:

C. Use of Library's Contact List

At a recent Foundation meeting, it was requested that the Foundation be permitted to use the Library's Constant Contact e-mail list.

Motion: *To approve use of the Constant Contact email list for the Foundation's Fall/Thanksgiving solicitation email and Save the Date email*
Moved: Grenier Seconded: Armacost
For: Armacost, Glock,Grenier, Inguanti, Kajouras, Wester
Against:
Abstain:

D. Installation of Rutherford Map

The Friends of the Library have requested permission to install (in consultation with the Director) the original hand-colored Jim Hands Map of Rutherford. The group would also like to hang a plaque recognizing Mr. Hands' gift.

Motion: *To approve installation of the Jim Hands Map of Rutherford*
Moved: Armacost Seconded: Glock
For: Armacost, Glock,Grenier, Inguanti, Kajouras, Wester
Against:
Abstain:

E. Staff Development

Motion: *To close the Library on December 6 for staff development*
Moved: Inguanti Seconded: Kajouras
For: Armacost, Glock,Grenier, Inguanti, Kajouras, Wester
Against:
Abstain:

12. Adjournment

Motion: *To adjourn the meeting.*
Moved: Grenier Seconded: Kajouras
For: Armacost, Glock,Grenier, Inguanti, Kajouras, Wester

There being no further business before the Board, the meeting was adjourned at 9:10p.m.

Respectfully submitted,

Patricia Wester
President