

**Rutherford Public Library Board of Trustees  
Minutes for December 15, 2010 Meeting**

**Open Meeting**

**1. Roll Call**

Trustees Present	Ms. Brenda Fargo Ms. Nan Giblin Ms. Janice Glock Mr. Gerry Grenier Ms. Pat Wester Ms. Ann Wilson
Absent	Mayor John Hipp Mr. Stephen Sacco
Staff Present	Interim Director, Ms. Margaret Mellett
Call to Order	The meeting was called to order at 7:03 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 passed around a congratulatory retirement card for Nora Dolan, which the Trustees signed. Ms. Mellett noted that there was a letter in the packet from Ed Cortright regarding the Library agreement with the Borough to cover \$230,000 of expenses. A thank you letter was sent to Tom Yezerski.

**5. President's Report**

**A. Agenda**

**Motion:** *To approve the agenda*

Moved: Giblin                      Seconded: Glock

For: Fargo, Giblin, Glock, Grenier, Wester, Wilson

**B. Approval of the Minutes**

**Motion:** *To approve the minutes of the November 17 open meeting*

Moved: Giblin                      Seconded: Glock

For: Fargo, Giblin, Glock, Wester, Wilson

Abstain: Grenier

### **C. Report of the President**

Ms. Wester noted the article in the *South Bergenite* about the reprinting of Jim Hands' hand-drawn map as a fundraiser for the Library. The Map Sale on December 11, which coincided with the Friends book sale, was a success.

The search for a new Director has yielded 22 resumes. The pool of candidates looks excellent. The deadline for submission is December 20. Ms. Thornton sent a list of suggested questions for the interviews. Ms. Giblin questioned whether Ms. Thornton will conduct interviews prior to the Trustees becoming involved. It was explained that she will conduct a phone screening first.

Ms. Wester set up the Nominating Committee for officers of the Board for 2011. Ms. Wester appointed Ann Wilson as the Chair. Regarding the Board of Trustees seat vacated by Tom Bryant, Ms. Wester will contact Mary Kriston to set up a time to speak to the Mayor by telephone. Board of Trustee appointments must be approved by the Borough Council.

### **6. Report of the Interim Director**

The staff holiday party was held on December 9 in Wood-Ridge.

The Friends' book sale on December 11 raised \$1,000. Mr. Hands, 96 years old, traveled from Mystic, CT to help kick off the Map Sale fundraiser. Mr. Hands signed the 15 maps that were printed. All were sold at \$200 each. We hope to get interest from schools, the Meadowlands Museum and other institutions, as well as from individuals. Mr. Hands has given the Library complete ownership of the map. A document has been drafted to formalize this. Mr. Grenier will contact Joe Sommer, an intellectual property attorney, to ask him to review the document pro bono. As a secondary resource, Ms. Wester can contact attorney, Jim McCarthy.

There will be a farewell party for Nora Dolan on December 21. Ms. Glock created a Certificate of Recognition on behalf of the Board.

Ms. Mellett forwarded to the Trustees an e-mail sent from the State regarding the Trustee Education Requirement. It is increasing from 3 hours to 7 hours per Board per year.

There has not yet been a decision on the plan for the Borough to move to the State Health Benefits Program. Ms. Mellett received an e-mail from Beth Hinsdale requesting information regarding the Agreement drafted after the most recent round of Union negotiations. Ms. Giblin will contact Ms. Hinsdale.

As the municipal budget is depleted, the year-end bills will be paid with funds budgeted from the Library Collection fund. Ms. Giblin questioned whether we have used the full payroll budget. Ms. Mellett will contact Mr. Cortright via e-mail to ascertain the final payroll amount.

Ms. Mellett raised the subject of planning for 2011. The staff needs direction from the Board with regard to programming. Ms. Giblin suggested delaying any programming until after the first quarter because we are uncertain what the Library hours will be in 2011. We must be mindful of the minimum number of hours mandated to meet State Aid requirements. It was decided that the Finance Committee would meet the week of December 20 to come to a resolution on a long-term schedule that the budget can support.

Ms. Mellett pointed out that we have a large backlog of new materials that have not been processed, as most staff members spend the majority of their workday in direct public service. There was a

discussion regarding the best way to catch up on the backlog. A suggestion was made to close to the public for the first two Fridays of January, but to schedule the staff to report to work and catch up on processing.

On Saturday, December 18, there will be a performance of the *Nutcracker* at 1 p.m.

## **7. Committee Reports**

### **A. Building and Grounds**

The Trane chiller was repaired.

There is a concern about the condition and cleanliness of the auditorium carpet, especially with young children sitting on it for Story Time and other programs. It is unlikely the carpet will withstand a heavy cleaning, as it has been deteriorating for some time. Ms. Glock suggested that replacement of the auditorium carpeting be considered a priority item as a capital improvement project for 2011. Ms. Glock referenced the "Transfer of Excess Library Funds in the Municipality" document and the form containing a "Resolution Establishing Capital Expense Plan and Reserving Funds". She inferred that the replacement of carpeting might fall under the category of items which "will contribute to the provision of efficient and effective library services to the public".

Ms. Glock noted that the Library Christmas tree is beautiful and quite impressive. It's lovely to look at and for the community to enjoy.

### **B. Donor Relations**

Several meetings regarding the establishment of the Foundation were held with Ms. Giblin, Ms. Wester, and Ms. McCormack present. They talked about the importance of finding potential Foundation Board members. It is important to start communicating our plan to people and assess their level of interest. We must expand our network beyond personal acquaintances.

Ms. McCormack has contacted an individual who will create a logo pro bono. Ms. Giblin noted that as the Foundation tasks are progressing, we want Board members to be involved in such development activities. There will be a minimum of 7 to a maximum of 20 Foundation Board members. There will be a member representative from both the Board of Trustees and the Friends. The Library Director will attend meetings, but will not have a vote.

Catherine Donnelly is handling all the paperwork, which will be completed in January. We are now ready for a transfer of funds from the Collections fund to the Foundation. Mr. Grenier questioned the relationship between the Board of Trustees and the Foundation. Ms. Fargo pointed out that the Mission Statement defines the relationship. The organizations are different arms of the Library with similar goals. The Trustees are more operationally focused, whereas the focus of the Foundation is fundraising. The Trustees will guide the Foundation as to the needs of the Library. Mr. Grenier expressed his concerns regarding control of funds, if funds should be needed for operations in the future. Ms. Giblin shared Ms. Donnelly's suggestion of a retreat for both Boards to facilitate communication.

### **C. Finance.**

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

Moved: Glock                      Seconded: Wilson  
For: Fargo, Giblin, Glock, Grenier, Wester, Wilson

**Motion:** *To instruct the Treasurer to execute transfer of 100% of funds contained in the Merrill Lynch account # 82B-04112 (aka the Collections fund) to the Rutherford Public Library Foundation*

Moved: Wilson                      Seconded: Giblin  
For: Fargo, Giblin, Glock, Wester, Wilson  
Opposed: Grenier

**D. Personnel**  
No report.

**8. Other Reports**

**A. Mayor**  
Not present.

**B. Friends of the Library**  
The Friends sent out their annual mailers on November 22 with help from a number of Woman's Club of Rutherford members.

The Friends are working on a list of potential programs for 2011. The film program will continue.

**9. Unfinished Business**  
None.

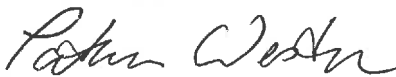
**10. New Business**  
**Motion:** *To open the Library for staff and close to the public on the first two Fridays of January 2011 to process the backlog of materials*  
Moved: Wilson                      Seconded: Giblin  
For: Fargo, Giblin, Glock, Grenier, Wester, Wilson

A Finance Committee meeting will take place on December 22 at 6:30 pm to assess the budget and hours of opening for 2011.

**11. Adjournment**  
**Motion:** *To adjourn the meeting.*  
Moved: Glock                      Seconded: Giblin  
For: Fargo, Giblin, Glock, Grenier, Wester, Wilson

There being no further business before the Board, the meeting was adjourned at 9:30 p.m.

Respectfully submitted,



Patricia Wester  
President