Rutherford Public Library Board of Trustees
Minutes for December 19, 2012 Meeting

Open Meeting

1. Roll Call

   Trustees Present
   Ms. Wendy Armacost
   Ms. Brenda Fargo
   Ms. Janice Glock
   Mr. Gerry Grenier
   Ms. Rose Inguanti
   Ms. Julie Kajouras
   Mr. Mark O'Connor
   Ms. Monica Rodriguez
   Ms. Pat Wester

   Absent

   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 with one revision
      Moved: Fargo               Seconded: Armacost
      For:  Armacost, Fargo, Glock, Grenier, Inguanti, Kajouras, O'Connor, Rodriguez, Wester
      Against:
      Abstain:

   B. Approval of the Minutes
      Motion: To approve the minutes of the November 28 open meeting
      Moved: Kajouras              Seconded: Armacost
      For:  Armacost, Glock, Grenier, Inguanti, Kajouras, Wester
      Against:
      Abstain: Fargo, O'Connor, Rodriguez
Motion: To approve the minutes of the November 28 closed meeting
Moved: Grenier Seconded: Kajouras
For: Armacost, Glock, Grenier, Inguanti, Kajouras, Wester
Against:
Abstain: Fargo, O'Connor, Rodriguez

C. Report of the President
Ms. Wester commented on the challenges and successes of the past year. She praised the Board members; their counsel, Mr. McCarthy, and the Director, Mr. Hamer. She announced the new slate of officers for 2013 as follows: President - Rose Inguanti; Vice President - Julie Kajouras; Treasurer - Gerry Grenier; Secretary - Wendy Armacost.

Ms. Wester noted that tonight was Janice Glock's last meeting as a Trustee and thanked her for her service with the presentation of a plaque. Ms. Glock commented on her experience as a Trustee.

4. Hearing of Citizens
None.

5. Correspondence
None.

6. Director's Report
Mr. Hamer reported that training for the new BCCLS software called Polaris went well, although there are still glitches with the system.

The open borrowing situation with Passaic has still not been resolved, so their residents will not have access to our collections beginning January 1, 2013.

7. Committee Reports

A. Finance
Mr. Grenier reported that the Finance Committee met last week.

Motion: To approve payment of bills enclosed in packet with one addition
Moved: O'Connor Seconded: Glock
For: Armacost, Fargo, Glock, Grenier, Inguanti, Kajouras, O'Connor, Rodriguez, Wester
Against:
Abstain:
8. Other Reports

A. Mayor
   None.

B. Foundation
   Ms. Wester reported that the Gala is on track with Cheryl Spadaro as chair.
   The Library Board of Trustees was asked to purchase an ad in the Gala Program. Mr. McCarthy stated that his law firm will buy the ad and list the Trustees in it.
   Mr. Grenier reported that the online giving link on the Foundation website has brought in $700 in donations this month.

C. Legal
   Mr. McCarthy reviewed the revised Donation Policy. It safeguards donor information, ensures that all solicitations comply with the law and provides for an opt-out option. It incorporates an acknowledgement letter that specifies no strings can be attached to any donation. A further modification will clarify that donations comprise both cash and goods/services.
   Mr. McCarthy reviewed the legal document regarding the Jim Hands map and stated that it is clear that the map belongs to the Library. This will be clarified with the Friends of the Library in the context of the new Donation Policy.

9. Old Business

A. Donation Policy
   The Resolution Adopting the Donor Policy is attached to these minutes.
   
   Motion: To adopt the Donor Policy dated December 19, 2012
   Moved: Fargo       Seconded: Armacost
   For: Armacost, Fargo, Glock, Grenier, Inguanti, Kajouras, O'Connor, Rodriguez, Wester
   Against:
   Abstain:

B. 2013 Operating Budget
   Mr. Hamer presented the modifications that were included in the packet. He reviewed the areas where the carry-over will be spent.
   Mr. Grenier commented that when Mr. Hamer was hired, he had two important tasks: to control salaries and update the collections. Both have been accomplished. From 2011 to 2013 wages and benefits are down by $100,000 and the Library has regained its stature.
   
   Motion: To adopt the Rutherford Public Library 2013 Operating Budget
   Moved: Grenier       Seconded: Rodriguez
   For: Armacost, Fargo, Glock, Grenier, Inguanti, Kajouras, O’Connor, Rodriguez, Wester
   Against:
   Abstain:
10. New Business
   A. December 24 Closing
      Motion:  To close the Library on December 24, 2012
      Moved:  Kajouras  Seconded: Fargo
      For:  Armacost, Fargo, Glock, Grenier, Inguanti, Kajouras, O’Connor, Rodriguez, Wester
      Against:
      Abstain:

   B. Director’s Salary
      Motion:  To increase the Director’s salary by 3% effective January 1, 2013
      Moved:  Kajouras  Seconded: Grenier
      For:  Armacost, Fargo, Glock, Grenier, Inguanti, Kajouras, O’Connor, Rodriguez, Wester
      Against:
      Abstain:

11. Adjournment
      Motion:  To adjourn the meeting.
      Moved:  Fargo  Seconded: Inguanti
      For:  Armacost, Fargo, Glock, Grenier, Inguanti, Kajouras, O’Connor, Rodriguez, Wester
      Against:
      Abstain:

There being no further business before the Board, the meeting was adjourned at 8:20 p.m.

Respectfully submitted,

[Signature]

President