

**Rutherford Public Library Board of Trustees
Minutes for December 5, 2011 Meeting**

Open Meeting

1. Roll Call

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| Trustees Present | Ms. Brenda Fargo Ms. Nan Giblin Ms. Janice Glock Mr. Gerry Grenier Mr. Stephen Sacco Ms. Pat Wester Ms. Ann Wilson |
| Absent | Ms. Sharon Clancy Mayor John Hipp |
| Staff Present | Mr. Judah Hamer, Director |
| Others Present | Mr. Jim McCarthy |
| 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

None.

4. President's Report

A. Agenda

Motion: *To approve the agenda with a revision to items under New Business*
Moved: Fargo **Seconded:** Glock
For: Fargo, Giblin, Glock, Grenier, Sacco, Wester, Wilson

B. Approval of the Minutes

Motion: *To approve the minutes of the October 19 meeting*
Moved: Glock **Seconded:** Sacco
For: Fargo, Glock, Grenier, Sacco, Wester, Wilson
Abstain: Giblin

C. Appointment of the Nominating Committee

Ms. Wester appointed Brenda Fargo, Janice Glock and Stephen Sacco to the Nominating Committee.

D. Report of the President

Ms. Wester reported that Ms Giblin has resigned from the Board of the Foundation. Mr.

Grenier has been appointed as the new Board liaison. A meeting was held recently and 6 Board members were present. A follow-up meeting will be held in January.

Note about Rice Notices. Mr. McCarthy informed the Board that Rice notices were issued, and all employees except two opted to have the discussion about those notices in Open Session.

E. Discussion of Staff Restructuring

Mr. Hamer and Mr. Grenier met with Borough Administrator Corey Gallo and Borough CFO Gordon Stetler. The Library should anticipate a reduction of \$100,000 in the 2012 budget, with that reduction coming from the municipal appropriation. Wages represent the largest portion of the budget. In 2009 it was 78% of the budget and currently it is 57%. As Mr. Hamer launched a presentation of staff restructuring he indicated that over the course of 2012 changes and layoffs will reduce the wages budget by approximately \$68,000 on 2011 rates of pay. The plan was presented as having three phases. Mr. Hamer indicated that the timeline is approximate and will be shaped in part by Civil Service regulations. He also noted that the portions of the plan dealing with the restructuring of reference will be discussed in closed session.

- Phase 1 (January and February). This will include a hiring and promotion freeze; a reduction of hours for the Principal Accounting clerk from 15 to 10 hours per week; and, the elimination of the Library Intern position.
- Phase 2 (March to August). This phase will include the elimination of the Senior Library Assistant Position and the beginning of a reorganization that will lay the groundwork for the elimination of one circulation desk.
- Phase 3 (August to December). This phase will involve the elimination of two full time Library Assistant positions. It is anticipated that the elimination of one circulation desk will reduce staffing hours by about one third.

Mr. Hamer reviewed other cost savings measures already achieved at the Library. Some of these are reducing staff by attrition; outsourcing pre-processing; and, reorganizing technical services. The Library is also in the process of implementing a new copier/printing system that will automate payment for these services.

Mr. Hamer discussed other options for cost savings, indicating that these were not the initial ones considered for cost savings because of their potential for disruption to service and/or negative impacts on the Library's service to the community. These were: furloughs; reduction to Library hours; these were reducing the budgets for materials, programming and technology.

Mr. Hamer spoke about the relocation of the children's room to the main floor in relation to staff restructuring and benefits the relocation will provide to the Library and its constituents. Among benefits cited were the addition of six public service hours for the children's department; creating an operational efficiency by centralizing circulation at one service point; and, enhancing access for families who use the Library together.

In speaking about the lower level of the building Mr. Hamer also noted that in the short term it can continue to serve as programming and community meeting space, and that in the future other options for using this space will be explored.

Mr. Grenier pointed out that this is the third year of budget cuts, leaving us with difficult

over the next 20 days. He also noted the rights of senior employees. It is important to note that the Library is eliminating positions, not the people who occupy those positions.

Motion: *To institute a temporary hiring and promotion freeze*
Moved: Giblin Seconded: Grenier
For: Fargo, Giblin, Glock, Grenier, Sacco, Wester, Wilson

Motion: *To invite the Union to meet within the next 20 days*
Moved: Fargo Seconded: Glock
For: Fargo, Giblin, Glock, Grenier, Sacco, Wester, Wilson

Motion: *To adopt a multi-tiered layoff plan according to Civil Service Rules*
Moved: Glock Seconded: Grenier
For: Fargo, Giblin, Glock, Grenier, Sacco, Wester, Wilson

Discussion: The layoff plan under discussion is detailed in section 4. E. of the minutes above. Timeframes may be adjusted slightly according to Civil Service Rules.

Ms. Wilson pointed out that we were told last year to expect another cut of \$100,000 this coming year. She added that property tax appeals will reduce funding even further.

Ms. Giblin noted that the plan does not cover the full \$100,000. She asked for the time frame when the Board will discuss where the other \$42,000 will be saved.

Mr. Grenier asked whether, if we vote to submit the plan, we are obligated to follow through. Mr. McCarthy said the Library Board has the authority to rescind all or part of the plan. It is likely we will submit more than one plan because layoffs will occur at different times next year.

A roll call was taken on the vote.

Mr. McCarthy stated that actions discussed in closed session must be taken in open session. Therefore a motion is required to modify the reference librarian position.

Motion: *Change the reference librarian position from part time to full time*
Moved: Giblin Seconded: Wilson
For: Fargo, Giblin, Glock, Grenier, Sacco, Wester, Wilson

8. Report of the Director

Mr. Hamer reported that the new computers have been installed and the new time management system is in place. The new website is live and we will be adding sections on the Friends and the Foundation.

We have issues with our internet connectivity. It looks like we need another internet drop and a new wireless transmitter. The independent contractor is working on these issues.

We will get a print management system with our new copier contract. Currently we are not recouping our toner costs, and the new configuration should help balance our expenses for this service with the income generated from it.

The unanticipated refund of \$6,000 from K.I. earlier this year and \$8,000 in State aid funds will be

used for acquiring new iMACs.

Continuing education requirements for the Board must be met by December 31. The next Trustee Institute is on June 2, 2012.

We received a letter of intent from the Union for negotiations.

The Library's January display will be on healthy eating.

The Civil Rights Commission is donating \$200 for books on civil rights. They also donated \$100 to the Friends of the Library.

Collins Calhoun Funeral Home will give us 8 subscriptions next year for large print magazines.

Chief Security is working on installing two additional cameras.

The circulating pump for the hot water failed during inspection of the check valve. It cost approximately \$550 to replace.

The electrician has been here twice for the panel and an outlet. Cost was about \$310.

9. Committee Reports

A. Finance

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

Moved: Sacco Seconded: Wilson

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

Mr. Grenier reported that in December we paid \$230,000 to the Borough.

Mr. Hamer reported that we paid the annual BCCLS bill. Also, we needed to replace three printers and scanners.

B. Building and Grounds

No report.

C. Friends of the Library

The annual mailer was mailed. Della Rowland will be less active next year. Vanessa Warner has resigned from the Board. There will be a new slate of officers in January.

10. New Business

1. **Motion:** *To close the Library on December 24, 2011.*

Moved: Giblin Seconded: Fargo

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

2. **Motion:** *To rescind the Rutherford Public Library Policy on Use of Collections Fund*

Moved: Glock Seconded: Wilson

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

