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

Open Meeting

1. Roll Call

   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
choices. The Board will be reviewing every available option over the next few weeks.

5. 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 Monday, December 5, 2011 at 7:50 PM in the Auditorium to discuss a personnel issue.

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

RETURN TO OPEN SESSION
The return to Open Session was at 8:10 p.m.

6. Hearing of Citizens

Motion: To amend the agenda to allow for another Hearing of Citizens
Moved: Giblin     Seconded: Wilson
For: Fargo, Giblin, Glock, Grenier, Sacco, Wester, Wilson

Ms. Fargo asked if the reduction in full time positions will result in additional part time positions. Mr. Hamer answered "no."

Ms. Giblin asked what the savings in benefits will be with the personnel reductions, and if these savings are included in the $100,000 figure. Mr. Hamer hasn't calculated the savings in benefits. He explained that this is because the $100,000 reduction will be from the Borough appropriation, and benefits are outside of this appropriation.

Mr. Joseph Merli, 53 W. Passaic Avenue, Rutherford asked if there was an endowment or surplus funds from which money can be drawn to save jobs. Mr. Hamer explained the Return of Funds law. He pointed out that the endowment serves as a capital fund, the interest from which can be used as a supplement to the operating budget.

Mr. Mike Tarantino, E. Pierrepoint Avenue, Rutherford, stated that the Mayor and council members were not aware that Rice Notices were sent out. Mr. McCarthy explained that the budget process is initiated by the CFO and Borough Administrator.

Ms. Jodi Shelley questioned where the unemployment funds will come from for the terminations.

7. Layoff Plan

Mr. McCarthy stated the prerequisites for a layoff plan. We must notify the State that we have a layoff plan, and we must make a motion for a hiring and promotion freeze. We must also make a representation that we have looked at other alternatives. He suggested a meeting with the Union
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
3. Resolution. To reserve funds for capital projects

WHEREAS, the Rutherford Public Library Board of Trustees (hereinafter "Board" and "Trustees") has undertaken an analysis of the capital improvement needs of the Rutherford Public Library (hereinafter "Library"); and,

WHEREAS, the Board has identified several needed capital improvement projects (hereinafter "Capital Projects"); and,

WHEREAS, the Trustees have determined that certain Capital Projects will contribute to the provision of efficient and effective library services to the public, and

WHEREAS, the Board has determined it is necessary to restrict certain capital funds to provide for future Capital Projects.

NOW, THEREFORE, BE IT RESOLVED by the Rutherford Public Library Board of Trustees that the assets in the Merrill Lynch account (hereinafter "Endowment") are hereby restricted for the completion of Capital Projects.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Rutherford Public Library Board of Trustees that it may continue to use the interest earned from the Endowment for operational expenditures.

Motion: To approve this Resolution
Moved: Giblin    Seconded: Grenier
For:  Fargo, Giblin, Glock, Grenier, Sacco, Wester, Wilson

Ms. Giblin acknowledged Ms. Wilson and Mr. Grenier for their service on the Board. Mr. McCarthy noted that the Mayor makes appointments to the Board. The Council can contest it, but must propose an alternative.

Motion: To cancel the scheduled December 21st Board meeting
Moved: Fargo    Seconded: Sacco
For:  Fargo, Giblin, Glock, Grenier, Sacco, Wilson

11. Adjournment

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

There being no further business before the Board, the meeting was adjourned at 9:25 p.m.

Respectfully submitted,

[Signature]

Patricia Wester
President