

**Rutherford Public Library Board of Trustees
Minutes for February 15, 2012 Meeting**

Open Meeting

1. Roll Call

Trustees Present	Ms. Brenda Fargo Ms. Nan Giblin Ms. Janice Glock Ms. Rose Inguanti (arrived at 7:25 p.m.) Mr. Mark O'Connor Ms. Monica Rodriguez Ms. Pat Wester
Absent	Mr. Gerry Grenier Mr. Stephen Sacco
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: Fargo **Seconded:** O'Connor

For: Fargo, Giblin, Glock, O'Connor, Rodriguez, Wester

B. Approval of the Minutes

Motion: *To approve the Minutes of the January 18, 2012 Open Meeting*

Moved: Rodriguez **Seconded:** Glock

For: Fargo, Giblin, Glock, O'Connor, Rodriguez, Wester

4. Correspondence

Ms. Wester noted a number of letters were received from the community voicing concerns about the proposed reorganization and especially the plan to move the Children's Room upstairs.

Mr. Hamer spoke about the necessity for all to have a full understanding of our financial situation. The 2012 Budget is 28% smaller than it was in 2009. This requires a fresh look at ways to deal with the Budget reduction other than cutting services. Many positive changes have been accomplished in the past year, such as:

- A backlog of 2000 children's materials was completed.
- Two technical services groups were merged to minimize backlogs in the future.
- Children's story hours have increased from 11 in 2009 to 41 in 2011.
- We have reorganized the back end work flow by outsourcing a portion of inventory preparation. This has resulted in getting materials onto the shelves more quickly.
- We are using Library Assistants for those tasks that do not require professional staff.

More changes are required given the following analysis:

- The space for adult materials that are most heavily used must be reconfigured.
- Given the size of our Library space, there is much space that is underutilized.
- In comparison to 74 other libraries in our area, we are 12th from the bottom in the age of our children's materials.
- We are near to the minimum number of opening hours to meet the state requirements.
- Our Materials Budget has already been cut by 36%, and our Programming Budget by 65%.
- We have 33% fewer Librarians than in 2009.
- 78% of the libraries in our area have only one circulation desk, including those that have double our circulation.

Mr. Hamer also addressed the following issues raised by the community:

- Noise level: our building is considerably larger per capita than others in our area, and those libraries do not report noise problems as a result.
- "Stranger danger": By having everything on one floor, more staff will be concentrated on a smaller footprint, allowing for greater supervision.
- Inappropriate internet content: Computers will be relocated to the opposite end of the building from the Children's area. We have procedures to monitor inappropriate use, and this has not been a problem in the past.

Mr. Hamer noted just a few of the benefits we will realize from this reorganization:

- We will increase Children's hours by 6 per week.
- One circulation desk enables us to reduce staffing while maintaining hours, programming and services.
- The cost savings will allow us to reallocate resources to materials such as e-books, where demand far outstrips supply.

- We will create a much-needed second community space on the lower level.
- We will continue to have a dedicated space for our Young Adults.
- The most used materials will be more accessible to all.

5. Hearing of the Citizens

Citizens present were invited to speak. Mr. McCarthy noted that under the Open Public Meetings Act, this was an opportunity for citizens to make comments, but it is not a Question and Answer session.

All the citizens who spoke expressed a desire for the Children's Room to remain on the lower level per their comments below:

Carrie Hamilton, 20 Beech Street, Rutherford: She is a frequent visitor to the Library and she has observed "disturbed" individuals approach her children.

Sheila Hickey, 56 Carmita Avenue, Rutherford: She can't concentrate in the Library if there is noise from the children. Our taxes are too high, and we shouldn't have Library cuts. She feels the Board should fight harder against budget cuts.

Sergio Alloti, 32 Arthur Drive, Rutherford: He is disappointed that this is not a Q&A session. He suggests that we use more volunteers. He would like to know what the Library's long-term plans are to create a "21st Century" building. He is also concerned about noisy children.

Patrick Lenaghan, 20 Beech Street, Rutherford: He feels Mr. Hamer's presentation is fundamentally flawed. While "stranger danger" may be rare, it does happen. He also feels, having measured the space in the current Children's Room, that all those materials will not fit upstairs, and the new space will be cramped and uninviting. He is not convinced that the new plan will serve people more effectively. He would rather see the Library open less and sacrifice acquisitions.

Sergio Alloti, 32 Arthur Drive, Rutherford added: The Board should consider revenue generating programs to offset costs.

Victoria Bragin, 53 Vreeland Avenue, Rutherford: She has felt the need to go to out-of-town libraries for programming for her small children. She feels many parents would be willing to volunteer their time to keep the current Children's Room open.

Jeannine H. Fletcher, 111 Prospect Place, Rutherford: She would prefer to have her older children come upstairs alone, rather than have her smaller children upstairs. As a scholar, she can't work in the library if there is noise from children.

Annika Cioffi, 27 Wingra Avenue, Rutherford: She has an autistic child and feels he will be unsafe upstairs because he can get out the door and to the street too easily. She suggests the Board have a forum to ask the public to come up with other solutions to the Budget problem.

Mary Frances Calocino, 200 W. Passaic Avenue, Rutherford: The current school population in Rutherford is the highest since 2006. We can't have more children in a smaller space. She is concerned about the location close to the front door. She is also concerned about children's

exposure to some of the adults who frequent the Library.

Patrick Lenaghan, 20 Beech Street, Rutherford: He feels the Board is just accepting the budget cuts and not advocating for more funding. He feels that plans are being created in a vacuum.

Carrie Hamilton, 20 Beech Street, Rutherford: Many people in town are willing to volunteer.

Ginny Coleman, 69 Jackson Avenue, Rutherford: The children have pride in their ability to interact on their own with the Children's Librarian.

Miranda and Olivia: The downstairs room is their own space, and they would not feel welcome upstairs.

Victoria Bragin, 53 Vreeland Avenue, Rutherford: Funding is like an expense account; if you don't use it, it will be taken away.

Sheila Hickey, 56 Carmita Avenue, Rutherford: The Board should not get upset if the citizens go to the Council to complain about the Budget cuts.

Christina Caballero, 28 Elm Street, Rutherford: She used the Library when the Children's Room was moved upstairs temporarily for renovations, and it was too noisy. She comes to the Library for quiet time.

Ms. Inguanti noted that although our taxes are high, a small percentage goes to the municipality. She also noted that the libraries in our schools have been renovated.

Mr. Hamer spoke about the underutilization of a large portion of our collection. We will carve out additional floor space by paring back collections.

Ms. Inguanti questioned the process for preparing materials for the shelves. Mr. Hamer stated that last year two processes were rolled into one. Libraries measure themselves by how quickly they get materials onto the shelves.

Ms. Inguanti asked if the use of volunteers needed to be negotiated with the Union. Mr. McCarthy said that couldn't be discussed in Open Session.

Ms. Inguanti asked if there had been an increase in children's programming since Mr. Hamer arrived. Mr. Hamer answered yes.

Ms. Inguanti spoke about the difficulty of making the original Library Budget cuts when she sat on The Council. She encouraged the community to go before the Council. She clarified that while the Budget is cut by the Council, programs are set by the Library administration.

Ms. Giblin said that the Board encourages the community to advocate before the Council.

Ms. Wester commented that while the Library may have operated in a vacuum in the past, that has not been the case in recent years. The Board has open communication with the Council and each Board member has been a strong advocate for the Library, fighting for every Budget dollar. She said we must be pro-active, and she is confident that the proposed changes can be made effectively.

Mr. O'Connor noted that the Board is going to the Council and lobbying for more funds. He

encouraged those present to attend Council meetings, join the Friends of the Library or the Library Foundation, and generally become more involved.

6. Director's Report

Mr. Hamer reported that the Friends of the Library have elected a new slate of officers, but are still looking for a President. They need to recruit more members. Their annual appeal netted just under \$3500. The book sale is scheduled for April 21st.

Tying the new copiers into the printers is taking a bit longer than anticipated. Two staff computers have been replaced.

We are having a major issue with the HVAC server. Corey Gallo met with Martin Thomson, the Honeywell vendor, who quoted \$10,400 for a new server. Monsen Engineering, who does the maintenance on the HVAC, says that the interface is proprietary, and another company can't manage it. Mr. Hamer is working with Mr. Gallo towards a solution.

A change has been made in payroll dates. It creates more clarity for the employees and takes less time to administer.

On January 25th, the Communication Workers of America Union representative notified the Library that they are ready to proceed with negotiations.

On January 24th, the layoff plan was approved by the Civil Service Commission. Layoff notices were distributed on January 26th. The first layoffs will occur on March 12th.

Mr. Hamer is working with the Civil Service Commission on a Payroll Audit.

Mr. Hamer has been appointed Co-Chair of the BCCLS Task Force looking at e-books.

Drop-in story hour is averaging 20 people. 700 children are registered for the Winter Book Club.

The Jobs Workshop is at capacity with approximately 40 people attending each week.

In late March, we will have 2 workshops of 4 hours each helping job seekers with technology.

Ms. Rodriguez asked for clarification on the HVAC problem. Mr. Hamer explained that Honeywell's system is unusual in that it overrides the built-in boiler controls.

Ms. Rodriguez asked whether, if we create an RFP to fix the problem, we are required to move ahead with the project. Mr. McCarthy stated that if we go out to bid, we are required to accept the lowest responsible bid. However, he stated that the RFP can be structured in such a way as to protect us.

7. Committee Reports

A. Building and Grounds

Mr. Hamer and Mr. O'Connor met and spoke about building and grounds issues.

B. Finance

Mr. Hamer handed out the Finance Committee Report.

Ms. Inguanti questioned why we are paying Monsen Engineering over \$700 per month. It was agreed that Mr. Hamer will get a detailed list in writing of what is included in that service.

Motion: *To approve payment of bills enclosed in packet with the removal of the \$713 bill from Monsen Engineering*

Moved: Inguanti Seconded: O'Connor

For: Fargo, Giblin, Glock, Inguanti, O'Connor, Rodriguez, Wester

8. Other Reports

A. Mayor

None.

B. Foundation

Ms. Wester reported that we have added another member to the Foundation Board. A meeting is scheduled for February 27th. Mr. Hamer noted that recruiting is best done in a personal meeting to explain the Foundation's role clearly, especially as it relates to working with the Board of Trustees and the Friends of the Library. Ms. Rodriguez asked how many members will be on the Board. Ms. Wester explained that the maximum is 20, we currently have 8 and would like to reach 15.

9. Closed Session to Discuss Union Negotiations

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, February 15, 2012 at 9:12 p.m. in the auditorium to discuss negotiations with the Union.

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: Inguanti

For: Fargo, Giblin, Glock, Inguanti, O'Connor, Rodriguez, Wester

RETURN TO OPEN SESSION

The return to Open Session was at 9:34 p.m.

10. Old Business

A. Proposed 2012 Budget

Mr. Hamer reviewed the Budget and pointed out where changes have been made. In order to

better manage the Materials Budget, that line item will be broken down into more detail. It will enable Mr. Hamer to track expenditures to circulation levels.

Mr. Hamer discussed the status of downloadable audio and explained why we will not be adding these items to our collection. He also pointed out that Penguin will no longer sell e-books to libraries.

Mr. Hamer will work with the Finance Committee to revise the cover letter that will go to the Borough with the Proposed Budget.

Motion: *To forward the Proposed Budget to the Council*

Moved: Giblin Seconded: Rodriguez

For: Fargo, Giblin, Glock, Inguanti, O'Connor, Rodriguez, Wester

B. Engagement of Auditor

Mr. Hamer contacted Ferraioli, Wielkoyz, Cerullo & Cuva, P.A., who will be doing the Borough audit this year, and received a quote of \$2500 for the Library audit. He also received an estimate from Farber & Co. for \$3000.

Motion: *To hire Ferraioli, Wielkoyz, Cerullo & Cuva, P.A. to conduct the Library audit.*

Moved: Giblin Seconded: Rodriguez

For: Fargo, Giblin, Glock, Inguanti, O'Connor, Rodriguez, Wester

C. Reorganization Plan

The ad hoc committee consisting of Ms. Rodriguez, Mr. Grenier and Mr. Sacco will explore creating a floor plan showing the reorganized space so it can be displayed for the public.

11. New Business

There was a discussion of creating a policy on how we handle gifts given to the Library. This will be discussed further in the future.

It was agreed that the Director will decide if staff time will be allocated to attendance at meetings of the Friends of the Library.

12. Adjournment

Motion: *To adjourn the meeting.*

Moved: Giblin Seconded: Fargo

For: Fargo, Giblin, Glock, Inguanti, O'Connor, Rodriguez, Wester

There being no further business before the Board, the meeting was adjourned at 10:30 p.m.

Respectfully submitted,



Patricia Wester
President