

**Rutherford Public Library Board of Trustees
Minutes for February 16, 2011 Meeting**

Open Meeting

1. Roll Call

Trustees Present	Ms. Brenda Fargo Ms. Nan Giblin Ms. Janice Glock Mr. Stephen Sacco Ms. Pat Wester Ms. Ann Wilson
Absent	Mr. Gerry Grenier Mayor John Hipp
Staff Present	Ms. Margaret Mellett, Interim Director
Others present	Ms. Vanessa Warner, President, Friends of the Library
Call to Order	The meeting was called to order at 7:01 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 an amendment to add a motion to accept the resignation of Maria Maloupis*

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

B. Approval of the Minutes

Motion: *To approve the minutes of the January 19 Open Meeting*

Moved: Giblin Seconded: Sacco
For: Giblin, Glock, Sacco, Wester, Wilson
Abstain: Fargo

Motion: *To approve the minutes of the January 19 Closed Meeting*

Moved: Glock Seconded: Giblin
For: Giblin, Glock, Sacco, Wester, Wilson
Abstain: Fargo

Motion: *To approve the minutes of the January 24 Open Special Meeting*
Moved: Sacco **Seconded:** Wilson
For: Fargo, Glock, Sacco, Wester, Wilson
Abstain: Giblin

Motion: *To approve the minutes of the January 24 Closed Special Meeting*
Moved: Glock **Seconded:** Wilson
For: Fargo, Glock, Sacco, Wester, Wilson
Abstain: Giblin

C. Report of the President

Ms. Wester will attend the next Borough Council meeting and speak about the new Library Director.

Following are the 2011 Committee Assignments:

Building and Grounds: Stephen Sacco (Chair); Janice Glock
By-Laws: Brenda Fargo (Chair); Patricia Wester
Finance: Gerry Grenier (Chair); Nan Giblin; Ann Wilson
Personnel: Janice Glock (Chair); Gerry Grenier; Sharon Clancy
Policy: Brenda Fargo (Chair); Patricia Wester
Public Relations: Ann Wilson (Chair); Stephen Sacco; Sharon Clancy
Foundation: (Trustee Members) Nan Giblin; Patricia Wester

5. Friends of the Library

Vanessa Warner, newly appointed President of the Friends, stated that she or a member of the Friends plan to attend each Board of Trustees meeting. She hopes that Board members will attend Friends' meetings. Her objective is to work more collaboratively with the Board. Ms. Warner would like to give the Friends a greater presence on the Library website, and also plans to produce a brochure.

She views fundraising as the primary function of the Friends, but also views programs as a fundraising opportunity. Ms. Giblin questioned how the Friends might respond to a wish list that the Library Director would provide. Ms. Warner stated that the Friends' mission includes a commitment to support such a wish list. The Friends must remain flexible and spend their funds as the needs of the Library evolve. Ms. Warner also intends to review the Friends' by-laws and revise them as may be required.

6. Correspondence

None

7. Search Committee

Motion: *To announce that Judah S. Hamer has accepted the position as Library Director, effective April 4, 2011*

Moved: Giblin **Seconded:** Glock
For: Fargo, Giblin, Glock, Sacco, Wester, Wilson

8. Report of the Interim Director

Ms. Mellett reported that a press release regarding the hiring of Judah Hamer has been issued. Mr. Hamer attended a New Director's Orientation in Trenton, and will attend the second session next Wednesday.

Ms. Mellett is working on transition documentation. Mr. Sacco suggested that the Board consider assigning a committee to oversee Mr. Hamer's orientation. Ms. Wester noted that the Personnel Committee will be involved, and that Mr. Hamer will meet with each of the Board members individually. Ms. Giblin questioned how the Board will set priorities for his orientation given the variety of duties (i.e. the day-to-day running of the Library; dealings with the union; etc.). Ms. Wilson suggested that the Executive Committee should be heavily involved in his transition. Ms. Mellett noted that BCCLS will assign an experienced mentor to work with Mr. Hamer.

Ms. Wilson suggested that the Board members take Mr. Hamer to lunch on his first day.

Ms. Mellett is working on the State Aid Report.

The boiler check valve repair is scheduled for 7:30 a.m. on February 17.

The telecommunications upgrade was completed.

With regard to payment of monthly bills, Ms. Mellett will submit a voucher to Borough Hall each month for the total amount of the bills. The Borough will transfer that amount of money to the Library and the Library will pay the bills. This should resolve the issue of delays in payment that have resulted in late fees.

Ms. Mellett officially submitted the Proposed Library Budget to the Mayor and Council.

A new Borough CFO has been hired. Gordon Stelter will begin on March 7.

For Valentine's Day, the Library prepared a "Blind Date with a Book" display.

The Tax Assistance program will start Saturday, February 19. Clients will be handled on a first-come, first-served basis. In the past, appointments were made and there is a concern that we properly manage expectations in terms of time.

Ms. Mellett distributed the flyers for the Job Search Strategies program being held in March.

There is a new book discussion group meeting at the Kip Center on March 25. The Library will assist with obtaining the books requested by the group.

The Poetry Group was extended an offer to meet in the auditorium since they were losing their upstairs meeting space due to the new Library hours. The group declined and will instead meet at the Gainville Café.

The Book Sale sponsored by the Friends of the Library is scheduled for April 2.

9. Committee Reports

A. Building and Grounds

Ms. Mellett received two quotes to replace the boiler check valve, which was not up to code: \$764 from Monsen and \$195 from Reid Plumbing. Reid will replace the valve on February 17. Corey Gallo will sign the requisition. Mr. Sacco asked what State follow-up would be required. Ms. Mellett explained that the Borough Plumbing Inspector will sign off on the work, and Ms. Mellett will fill out a form and send it to the State.

Ms. Mellett spoke with Paul Dansbach regarding the report on the fire inspection that took place on December 28. She hopes to have it sometime this week.

We will be working with the DPW to replace the time clock controlling the perimeter lights. The lights are currently working, but are not time-controlled.

There is no further information about the replacement of the DVR that is linked to the security camera monitoring the mezzanine. We have a quote from Chief Security Systems of \$2,100 to upgrade the system. Ms. Mellett has contacted Corey Gallo to determine whether the cost may be paid by the Borough.

The DPW has done a good job of removing snow on Park Avenue, allowing patrons easier access to the Library.

B. Donor Relations

Ms. Giblin reported that we have submitted all of the 501(c)(3) paperwork. Processing could take up to six months. The next step is to put together a summary or Business Plan for potential Board members which will include the focus, goals and objectives, and by-laws of the Foundation. Ms. Giblin has all the paperwork to set up the new Merrill Lynch accounts.

C. Finance.

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

Moved: Sacco Seconded: Giblin

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

10. Other Reports

None.

11. Unfinished Business

None.

12. New Business

The Board discussed holding a welcome reception for Mr. Hamer. It was decided that two receptions would be held. One would be sponsored by the Friends and would take place on a Saturday afternoon on the main floor. Tentative dates being considered are April 9 or 16. Members of the public could attend. The second would be a private reception by invitation to be held in the auditorium. Tentative dates being considered are April 25 or 27, from 5:30 to 7:30 p.m.

Motion: *To accept the resignation of Maria Maloupis effective January 5, 2011.*

Moved: Fargo Seconded: Glock

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

13. Adjournment

Motion: *To adjourn the meeting.*

Moved: Giblin Seconded: Sacco

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

There being no further business before the Board, the meeting was adjourned at 8:04 p.m.

Respectfully submitted,



Patricia Wester
President