

RUTHERFORD PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES FOR FEBRUARY 17, 2010 MEETING

OPEN MEETING

I. ROLL CALL

TRUSTEES PRESENT	Ms. Brenda Fargo Ms. Nan Giblin Ms. Janice Glock Mr. Gerry Grenier Ms. Pat Wester
STAFF PRESENT	Director Ms. Jane Fisher, Asst. Director Ms. Joan Velez
OTHERS PRESENT	None
CALL TO ORDER	The meeting was called to order at 7:06 p.m. by Ms. Wester

II. PROVISIONS OF THE OPEN PUBLIC MEETINGS ACT

Ms. Glock read the Provisions of the Open Public Meetings Act.

III. HEARING OF THE CITIZENS

No citizens were present.

IV. CORRESPONDENCE

There was no correspondence to report.

V. PRESIDENT'S REPORT

A. Agenda

Motion: *To approve the Agenda as distributed in the packet.*
Moved: Fargo; Seconded: Giblin
For: Fargo, Giblin, Glock, Grenier, Wester

B. Approval of the Minutes

Motion: *To approve the minutes of the January 6, 2010 regular meeting.*
Moved: Glock; Seconded: Giblin
For: Fargo, Giblin, Glock, Grenier, Wester

C. Report of the President

Ms. Wester referred to the 2010 Committee Assignments list and suggested that the Trustees review their assignments and draft charges. If there are any questions or comments, please contact Ms. Wester.

Ms. Wester discussed two gifts to the Library, the first from John Swanson. He donated \$1500 to the Friends for a much needed new CD rack. Ms. Fisher recommended that this gift be acknowledged with a plaque.

Ms. Wester then discussed the gift from former Trustee Tom Yezerksi. He would like to create and donate an original painting of the Library to the Library. He has requested that Ms. Fisher and the Trustees offer suggestions about the scope of the scene he will paint, and the way we wish to use the artwork (e.g., canvas on a wall, or as an electronic image for stationery and/or websites).

Ms. Glock, noting that Tom is a children's book author and illustrator, suggested that he might want to focus on the Children's Department in his design. Ms. Giblin added that Tom's has a beautiful way of capturing faces and that his "people" should be featured in the design, as the Library is nothing without people. Ms. Fisher suggested the possibility of a close-up of people with the building in the background. It was decided that she, Ms. Giblin, and Ms. Glock will follow-up with Tom.

Ms. Fisher mentioned that Felician College students will be available to help patrons with their taxes through the VITA Tax Preparation Program.

Ms. Wester talked about the New Jersey Library Trustees Association Meeting on March 20. Beth Hinsdale-Pilar, an expert on labor law, will be the guest speaker.

VI. CERTIFICATION OF AGREEMENT (BCCLS) 2010

Ms. Wester reviewed the certification agreement with BCCLS.

Motion: *To certify agreement with the Rutherford library under the BCCLS bylaws, policies and procedures*
Moved: Grenier; Seconded: Fargo
For: Fargo, Giblin, Glock, Grenier, Wester

VII. REPORT OF THE DIRECTOR

Ms. Fisher invited the Trustees to read the Valentine's Day postcards that were completed by patrons. The messages are very positive, and the ones from the children are particularly cute.

Ms. Fisher showed the Board a handout about the new Statewide Library Champions program that includes billboards on the Turnpike and a series of posters that were distributed to libraries. Ms. Giblin asked Ms. Fisher to clarify how the Statewide program differs from the BCCLS program. Ms. Fisher responded that the success of the BCCLS program inspired the State Library and the New Jersey Library Association to plan and implement the Statewide version. Although having two independent programs can be confusing to the public, we want people to sign up to be both BCCLS' and NJ Library Champions. This is especially important because as people sign up to be a BCCLS

champion, their email addresses are added to a library-specific listserv. We lose that contact information if they only register for the Statewide Champions program.

Ms. Fisher also said that the NJ State Library hired a full-time marketing professional whose work continues to benefit libraries throughout our state.

Ms. Fisher distributed the press release for Pennies for Peace and noted that the Young Adult department will sponsor a concert with the suggested admission being a pocketful of pennies. She praised Corrie Siegenthaler, a RHS student and a Library Page, for designing a flyer for the event. Because we expect a large crowd, a police officer will be on the premises during the concert.

VIII. COMMITTEE REPORTS

A. Building and Grounds

Ms. Glock announced that the certifications for the HVAC project were reviewed and approved by the Borough Attorney, and that the Mayor authorized the final payment to Envirocon. The initial work had started in August 2007.

Ms. Fisher is still waiting for the report from the Bergen County Industrial Hygienist who revisited the Children's Department. She told Ms. Fisher that while the mold is not active and poses no immediate health problems, the source of the moisture in the wall should be identified and corrected.

The annual fire inspection indicated minor violations, most of which have already been corrected. Additional outlets are needed in several areas.

Heating has not been an issue this winter.

Regarding the grounds, Ms. Fisher sent a letter to the Department of Public Works thanking them for the excellent snow removal job following the recent heavy snowfall. Accesses to both levels of the Library were taken care of and the drop off box was also made easily available for patrons.

B. Finance

Motion: *To approve payment of bills enclosed in packet*
Moved: Giblin; Seconded: Glock
For: Fargo, Giblin, Glock, Grenier, Wester

Mr. Grenier reviewed the financial report that was enclosed packet. He noted that 2009 ended with expenses being under budget despite the fact that library use was up by all measures.

Mr. Grenier also noted that the Library Collection Fund is currently valued at \$449,000. Our representatives at Merrill Lynch recently suggested some minor changes in our investments to better balance the portfolio. In addition, the Finance Committee will strive to develop an Investment Policy in 2010.

IX. OTHER REPORTS

A. Friends of the Library

Ms. Fisher said that the Friends of the Library approved funding for the celebration of National Library week. Among the plans for the celebration are the purchase of software that will allow us to feature local residents on the American Library Association READ posters and a reception for our Library Champions.

X. UNFINISHED BUSINESS

Strategic Planning Development

Ms. Wester provided the recap of a recent Strategic Planning meeting saying that it was engaging and inspirational and that we will strive to make strategic planning development an ongoing process.

The ad hoc Strategic Planning Group comprised of Tom Bryant, Janice Glock, Pat Wester and Ann Wilson will report at future Board meetings. We will aim to create a process that takes a longer view than our current plan, which is action-oriented to the point that it almost reads like a to-do list. Trustees will receive a planning notebook with chapters on key topics. Content will be provided for the notebooks as it becomes available. In addition, we need to think about what type of survey will help us identify the needs of library users. We also want to continue to engage those who attended our all-day planning meeting.

XI. NEW BUSINESS


Ms. Wester pointed out two articles in *The Record*, copies of which were handed out before the meeting. An editorial on February 17 was subtitled "Hard times require creative funding", and the feature was on how libraries are facing reduced costs while their usage has grown. In connection with these pieces, Ms. Glock mentioned that some funding possibly could be acquired from the rental of Library space for small corporate business meetings and training sessions.

XII. ADJOURNMENT

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

There being no further business before the Board, the meeting was adjourned at 8:30 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Patricia Wester".

Patricia Wester, President