

**Rutherford Public Library Board of Trustees
Minutes for February 20, 2013 Meeting**

Open Meeting

1. Roll Call

Trustees Present	Ms. Brenda Fargo Mr. Gerry Grenier Ms. Rose Inguanti Ms. Julie Kajouras Mr. Mark O'Connor Ms. Pat Wester
Absent	Ms. Wendy Armacost Ms. Monica Rodriguez
Others present	Mr. Matthew Malysa, <i>South Bergenite</i>
Staff Present	Mr. Judah Hamer, Director
Call to Order	The meeting was called to order at 7:06 p.m. by Ms. Inguanti

2. Provisions of the Open Public Meetings Act

Mr. Hamer read the provisions of the Open Public Meetings Act.

3. President's report

A. Approval of the Agenda

Motion: *To approve the agenda with additions.*

Moved: Wester

Seconded: Grenier

For: Fargo, Grenier, Inguanti, Kajouras, O'Connor, Wester

Against:

Abstain:

B. Approval of the Minutes

Motion: *To approve the minutes of the January 16 open meeting with corrections.*

Moved: Wester

Seconded: Kajouras

For: Fargo, Grenier, Inguanti, Kajouras, O'Connor, Wester

Against:

Abstain:

C. Report of the President

Ms. Inguanti expressed her appreciation for the Gala.

4. Hearing of Citizens

None

5. Correspondence

None.

6. Director's Report

Mr. Hamer reported on building issues: recent plumbing repairs; a door opener repair; and a major boiler repair.

He reported on the opening of a checking account at Wells Fargo and donations received in memory of Agnes Grzegoski, which will be used for an iPad. The Sharp sixty inch flat screen television, donated to the Foundation by Sharp, arrived on February 19.

Mr. Hamer discussed the Library Associate and Library Monitor positions, explaining that these positions are designed to be flexible in nature. The Library Monitor positions would be temporary appointments to allow for collection maintenance projects and summer reading program support.

Mr. Hamer discussed on-going work on the standing order for fiction; he is considering a standing order for DVDs.

The Friends of the Library will hold a book sale during the Labor Day Street Fair. Mr. Hamer recommended a meeting between the Friends, the Foundation, and the Library Board and will recommend a date. Mr. Grenier asked if anyone in Ridgewood could offer suggestions on how to coordinate the work of the Friends and the Foundation. Mr. Hamer offered to contact Ridgewood and Montclair Public Libraries. The Board briefly discussed Ridgewood's annual Author Fundraiser.

Mr. Hamer commented on the monthly statistical report, noting revisions that have been made to the format. He reported removing the monthly tracking of library hours since they have remained stable for the past year. He indicated circulation numbers are not finalized, as BCCLS has not accounted for reciprocal borrowing of materials among libraries. The recent changes to the Open Borrowing program have led to an overall drop in circulation. Mr. Hamer explained the relative time/cost of different types of circulation.

Mr. Hamer reported on the building memo recently submitted to Mr. Gallo. Ms. Kajouras asked about the next step to having some of the building issues addressed by the Borough. Mr. O'Connor mentioned his plans to offer a Library tour to Councilman Tetro, the Council Liaison on Building and Grounds.

7. Committee Reports

A. Finance

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

Moved: Wester

Seconded: Kajouras

For: Fargo, Grenier, Inguanti, Kajouras, O'Connor, Wester

Against:

Abstain:

Mr. Grenier reported that the Finance Committee did not meet in January. Mr. O'Connor questioned a DeLage Landen invoice. Mr. Grenier noted the Budget was submitted to the

Council and there has not yet been feedback. Mr. Grenier asked when the Council will be introducing the Budget. He suggested attending the relevant meeting.

B. Building and Grounds

Councilman Tetro will tour the building with Mr. O'Connor. Mr. O'Connor reviewed the Mosen contract and is considering other companies that might be more proactive in anticipating future maintenance needs.

8. Other Reports

A. Mayor

Mr. O'Connor announced his resignation from the Board as the Mayor's alternate. He reported that Krista Vellis will assume the position of Mayor's Alternate. He will follow up with Mosen. Ms. Inguanti thanked him for his service.

B. Foundation

Ms. Wester reported on the great success of the Gala. She complimented the work of Cheryl Spadaro. 232 people attended. Ms. Wester said the Gala Committee will have a follow-up meeting to evaluate the project. She indicated she looks forward to progress being made at the Library Board in identifying specific projects for the Foundation to fund.

C. Legal

None.

9. Old Business

A. Committee Assignments

Mr. Hamer passed around the current year's committee assignments. Ms. Inguanti mentioned that a new Board Member will be appointed to replace Janice Glock.

B. Architects

Mr. Hamer passed out a list of possible architects. Mr. Hamer requested guidance from the Board for the next steps. Mr. Grenier suggested assembling a request for proposal for potential architects. Ms. Inguanti recommended that the Ad Hoc Committee meet in early March and compile a list of five needs that the architects can respond to.

10. New Business

A. New Hires

Motion: *To approve the appointment of Michelle Lee as a Library Page.*

Moved: Wester

Seconded: Kajouras

For: Fargo, Grenier, Inguanti, Kajouras, O'Connor, Wester

Against: None

Abstain: None

Motion: *To authorize the Director to proceed with the recruitment and hiring process for the Library Associate and Library Monitor positions, with hiring contingent upon Board Approval.*

