

**Rutherford Public Library Board of Trustees
Minutes for March 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. Loretta Murawa, 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*

Moved: Sacco Seconded: Giblin

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

B. Approval of the Minutes

Motion: *To approve the minutes of the February 16 meeting*

Moved: Glock Seconded: Wilson

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

C. Report of the President

Ms. Wester reported that she attended a recent meeting of the Friends of the Library and was impressed with the great energy she saw. She will try to attend quarterly and encouraged other Trustees to attend as able.

Ms. Wester was unable to attend the last Borough Council meeting, but will attend the next one and mention the upcoming reception for Judah Hamer.

Ms. Wester distributed a copy of a resolution from the Borough stating that if a Trustee has more than four unexcused consecutive meeting absences, that member's term would be considered vacant.

5. Friends of the Library

Ms. Murawa reported that two new members had joined the Friends.

The Friends are planning a reception to welcome Judah Hamer on April 16.

The Friends are working on a plan to sell more of the Jim Hands' maps. Twenty-five have been sold. They are also investigating options for using portions of the map on note cards, mugs and T-Shirts.

The Career Workshops sponsored by the Friends have been very successful. Children's programs are being developed for the summer.

The Friends' Book Sale will be held April 2.

6. Correspondence

Ms. Wester complimented Ms. Mellett on her letter endorsing Jim Hands as a Distinguished Graduate of Rutherford High School.

7. Report of the Interim Director

Ms. Mellett noted the unexpected passing of staff member, Peg Clark, and the sense of shock and loss experienced by the Library staff as a result. Everyone is working hard to fill the void her passing has created.

Ms. Mellett is working on the State Aid report. She met with the new Borough CFO, Gordon Stetler, who officially began work on March 7. There is a section of the report that he must complete, and he has secured an extension to the deadline. A question of the State Aid report requests the number of education hours completed by the Trustees during the past year. Ms. Mellett asked the Trustees to submit to her any information available.

The new procedure for paying bills is working smoothly.

Ms. Mellett discussed the process for the annual Library audit. Borough auditors were used last year, but in the RFQ issued by the Borough this year, the Library was not included. Therefore, the Library may need to issue its own RFP. Mr. Sacco offered to assist in furnishing names of potential auditors.

BCCLS is converting to a new circulation system at the end of 2012. They have purged our system of "Dusty Patrons" (those who haven't used their card in the last three years).

Ms. Mellett informed the Trustees of the process for circulating e-books. E-books and audio books

are accessed through BCCLS and an outside company called Overdrive. An e-book can only be used by one person at a time. The publisher, Harper Collins, has a restriction that only allows an e-book to be circulated 26 times.

Ms. Mellett pointed out that there appear to be inconsistencies in our Meeting Room Policy. She requested that the Policy Committee review the Policy for any gray areas and clarify them.

Ms. Mellett reported on the success of the Career Workshops which had approximately 50 people attending.

On March 26 at 2:30 p.m., there is a Super Saturday program with the Lizard Guys bringing in animals. 147 tickets have been issued so far.

Ms. Mellett complimented the Trustees on their selection of Judah Hamer as the new Library Director. She feels he is a great fit and has the experience to meet the challenges of the future. She thanked the Trustees for the opportunity to serve as Interim Director and looks forward to any new role with the Library. She also encouraged the Trustees to continue its advocacy effort with the Borough.

Ms. Wester thanked Ms. Mellett for her hard work and success as Interim Director.

Ms. Giblin reported that circulation was down in January and February and suggested the statistics include the number of days open per month to reflect snow closings. It was noted by several Trustees that the drop in circulation may be due to confusion regarding when the Library is open, as our hours have changed several times due to budget cuts.

8. Committee Reports

A. Building and Grounds

Mr. Sacco reported that the boiler check valve has been repaired. The closed circuit CCTV/DVR system is still down. Borough Administrator Corey Gallo said the \$2100 repair must come from the Library budget. \$577 was spent to repair the dumbwaiter.

The annual Fire Inspection Report was received. There were ten items needing repair, four of which have been completed. The other six are electrical and are mainly due to use of extension cords because of a lack of a sufficient number of outlets. Repairs must be completed by April 13 or we risk incurring fines of \$5,000 per violation per day. It was agreed that we would first request an extension on the deadline and follow up with the DPW. Ms. Fargo questioned whether there might be grants available for Library Security.

B. Finance.

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

Moved: Wilson Seconded: Fargo

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

9. Other Reports

A. Mayor

None.

