

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

OPEN MEETING

I. ROLL CALL

TRUSTEES PRESENT	Mr. Thomas Bryant Ms. Brenda Fargo Ms. Janice Glock Mr. Gerry Grenier Ms. Pat Wester Ms. Ann Wilson
TRUSTEES ABSENT	Ms. Nan Giblin, Mayor John Hipp
STAFF PRESENT	Director Ms. Jane Fisher, Assistant Director Ms. Joan Velez
OTHERS PRESENT	None

CALL TO ORDER The meeting was called to order at 7:05 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:

Ms. Wester reported that Ms. Fisher had submitted a letter supporting the nomination of Rutherford's 2009 William Carlos Williams Poetry Symposium for a Bergen County Historic Preservation Commendation Award in the Education category.

Also, a letter of support for the State Library's application for federal funding under the Broadband Technology Opportunities Program was sent to Norma E. Blake, NJ State Librarian, in hopes of having the Rutherford Library participate in the grant.

A thank you letter was sent to the Rutherford-based company, Jory Engravers, Inc., for their contribution of engraved laminated signs for the interior doors of the Library.

V. PRESIDENT'S REPORT

A. Agenda

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

B. Approval of the Minutes

Motion: *To approve the minutes of the February 17, 2010 Regular Meeting*
Moved: Fargo; Seconded: Bryant
For: Bryant, Fargo, Glock, Grenier, Wester, Wilson.

In her President's Report, Ms. Wester said that the Trustee Meeting Minutes will now include the names of absentee Trustees.

She commented on the smooth operation of the Library despite not having computer access to check in/out books for the patrons during the time period that the BCCLS computer system was not operational as a result of the storm.

Ms. Wester mentioned that leadership recognition was given to M. Sulling for heading the Circulation Department during the absence of the Supervisor.

VI. DIRECTOR'S REPORT

Ms. Fisher announced that J. Manzo will retire in May 2010. She has been a good public services person with wonderful knowledge of the Children's Room and the local history collection. She will be missed.

Since Saturday, March 13, the BCCLS computer system had been down as result of the weekend Nor'easter. BCCLS Director Robert White arranged that Highlands Regional Library Cooperative messages could be sent through personal email accounts. Much of the accumulated backlog of books has been taken care of with the system almost completely recovered.

The VITA tax prep program sponsored by Felician College and headed by their advisor, CPA Joe Lizza, has provided services for patrons on three Saturdays and will be available for two additional Saturdays. The students are well trained and professional.

At 2 p.m. on Sunday, March 21, the Library is sponsoring a presentation by Marion Borden, mystery book author of "How to Commit Murder." Other news--Rhoda Portugal will be conducting a Family History Program on March 24 from 2 to 4 p.m. at the Meadowlands Environment Center.

As a member of the New Jersey Library Board, Ms. Fisher will be working at the Marketing Fair on Friday, June 10, in the Toms River Library and has encouraged the Trustees to attend.

Ms. Fisher reported on the severe budget cuts that the New Jersey State Library has experienced and how they ultimately affect all libraries in the State. Decreases in funding will affect services greatly.

The Borough has indicated that the Library may have to fund its own employee health benefits. That yearly cost for 2009 was \$260,000 and will affect all other budget items. It is of great concern and is being reviewed by the Finance Committee.

VII. COMMITTEE REPORTS

A. Building & Grounds:

Ms. Glock reported that the October 19, 2009 Inspection Report of the Children's Department from the Bergen County Industrial Hygienist still has not been received. Brian O'Keefe, Rutherford Health Department Administrator, suggested to Ms. Fisher that she contact the Building Department and the Borough Engineer regarding locating the source of the moisture affecting the wall board so remediation could take place. Jane will proceed with his suggestion.

Ms. Fisher has expressed concern about the deterioration and foul odor of the carpet and padding in the Children's Department and the Auditorium. The cost for replacement is approximately \$8,000. There will be further discussion on this issue.

Ms. Fisher expressed appreciation to Tom Rood for keeping her informed about the status of the building and grounds during the recent storm.

B. Finance:

Motion: *To approve the payment of bills as distributed in the packet.*

Moved: Wilson; Seconded: Fargo

For: Bryant, Fargo, Glock, Grenier, Wester, Wilson.

Mr. Grenier has great concern about the \$260,000 health benefits liability and the implications of that expense. The Finance Department met on March 9 to discuss and strategize how to deal with the ramifications of that debt. Furloughs, layoffs, and changes in service hours were mentioned and will have to be considered should the Council implement such a drastic reduction in library support.

Motion: *To hire a labor attorney for labor issues related to Personnel Negotiations, not to exceed \$3,000.*

Moved: Fargo; Seconded, Wilson

For: Bryant, Fargo, Glock, Grenier, Wester, Wilson

VIII. OTHER REPORTS

A. Mayor

No report because of absence.

B. Friends of the Library:

The Friends are sponsoring the Bramblebush Theatre's production of two short stories written by Dorothy Parker. The dramatizations to be held on Tuesday, March 23, at 7 p.m. were produced to celebrate Women's History Month.

In early June, the Friends will sponsor a fundraiser with a performance of "Polytopics," previously performed at the William Carlos Williams Poetry Symposium in 2009. Letters written by William and his brother Edgar to each other provide interesting material.

IX. UNFINISHED BUSINESS:

Committee Charges

Each of the Committee Chairs presented their charges for 2010. The charges for the Building & Grounds, By-Laws & Policies, Donor Relations, Finance, Personnel and Public Relations will be available for review.

Strategic Planning Development

The Trustees were agreeable to Ms. Fisher's suggestion that work on Strategic Planning Development will be accomplished by the ad hoc committee members—Ann Wilson, Nan Giblin, Tom Bryant, and Janice Glock—individually rather than in monthly group meetings. Suggested areas of interest were presented that will become chapters in the Strategic Planning Development Notebook. Core questions will be developed for each chapter.

X. **NEW BUSINESS:**
No new business.

XI. **ADJOURNMENT**

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

There being no further business before the Board, the meeting was adjourned at 8:40 p.m.

Respectfully submitted,



Pat Wester, President