Rutherford Public Library Board of Trustees
Minutes for April 18, 2012 Meeting

Open Meeting

1. Roll Call

Trustees Present
Mayor Joseph DeSalvo (left at 8 p.m.)
Ms. Brenda Fargo
Ms. Janice Glock
Mr. Gerry Grenier (left at 8:45 p.m.)
Ms. Rose Inguanti (arrived at 8:05 p.m.)
Ms. Pat Wester

Absent
Ms. Nan Giblin
Mr. Mark O'Connor
Ms. Monica Rodriguez
Mr. Stephen Sacco

Staff Present
Mr. Judah Hamer, Director

Call to Order
The meeting was called to order at 7:00 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. President’s Report

A. Agenda

Motion: To approve the agenda
Moved: DeSalvo Seconded: Grenier
For: DeSalvo, Fargo, Glock, Grenier, Wester

B. Approval of the Minutes

Motion: To approve the minutes of the March 21 open session with a correction to the wording in paragraph 6 of the Director’s Report
Moved: Glock Seconded: Grenier
For: DeSalvo, Fargo, Glock, Grenier, Wester

Motion: To approve the minutes of the March 21 closed session
Moved: Fargo Seconded: Grenier
For: DeSalvo, Fargo, Glock, Grenier, Wester

C. President’s Report
The Library Institute conference is on June 2. Ms. Rodriguez, Ms. Wester and Mr. Hamer will attend. Ms. Wester would like to invite some members of the Foundation Board, as it would serve as a helpful orientation for them.
4. Hearing of Citizens
Christina Munoz, 42 Addison Avenue, Rutherford. Ms. Munoz wondered whether the plans to move the Children’s Room were finalized. She wants a better understanding of why it is a positive move, and whether it is possible to choose a different location on the first floor.

Mr. Hamer responded by referencing presentations made at the December 2011 and January 2012 Board meetings. He discussed the budget cuts, future funding concerns and how Library funding is determined. He stressed the importance of preserving Library hours and funding for programs and Materials. He reviewed specific staffing issues and spoke about the location for the new children’s area in connection with the staffing of the building.

Ms. Wester noted the options for citizens becoming involved through the Friends of the Library or the Foundation.

5. Correspondence
Ms. Wester noted that the single letter received was included in the Board packet.

6. Director’s Report
Mr. Hamer reported that BCCLS is moving to a new system in December. Four members of the staff will begin training in May. There will be some work flow changes. For example, patrons can request to pick up ordered materials in a library other than their home library.

Estimates are being gathered for the electrical work required to move the computers.

There was a complaint filed with the Health Department about the lack of hot water in the public bathrooms, and that has been resolved.

The adult fiction stacks and the reference area have been moved along with some furniture. The smaller collections will be moved around where they fit best; Mr. Hamer noted that there are several good options for some of these smaller collections.

Mr. Hamer has completed the annual State report.

The Friends of the Library Book Sale will take place on April 21.

The Civil Rights Commission has done programming at the Library in the past, but has had trouble building an audience. The Library will partner with the Commission to do a local version of the “Story Corps” oral history project. It will kick off at the Multicultural Festival on June 2.

7. Committee Reports

A. Finance

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

Mr. Grenier explained the timing of when we receive and expend State Aid. He noted that donations are lagging, but we are ahead on some other income lines.

Mr. Grenier will be calling a Finance meeting in May.
8. Other Reports

A. Mayor
   None.

B. Foundation
   Ms. Wester reported that the next meeting will be April 24. One Board member has
   resigned, leaving the membership at 10. There will be an informal get together for the
   Board of Trustees and the Foundation Board at the end of May. A launch event will
   likely take place in the Fall.

   Mr. Grenier suggested that Nancy Greene, Ridgewood Library Director, be invited
   to speak to the Board of Trustees about the relationship between Boards. Mr. Hamer
   will invite her.

   Ms. Glock asked whether officers had been elected for the Foundation Board. Ms. Wester
   reported on the election. She added that at a recent Foundation Board meeting it was
   decided it would be advantageous to have more Library Board members on the Foundation
   Board. This increase would help to ensure that the Foundation’s work meets with the
   interests and goals of the Library.

   Mr. Grenier will be setting up a bank account for the Foundation. An outside company will
   create a link to our website where donations will be accepted. Ms. Wester noted that we
   still need to address our Gift policy.

9. Executive Closed Session

   WHEREAS, the "Open Public Meetings Act" requires that a public body adopt a resolution at an
   open meeting before going into closed session to discuss a matter which excludes the public as
   permitted under Section 7b;

   NOW, THEREFORE, BE IT RESOLVED, that the Library Board of Trustees will hold a closed
   meeting on Wednesday, April 18, 2012 at 7:35 p.m. in the auditorium to discuss negotiations with
   the Union.

   BE IT FURTHER RESOLVED, that the outcome of this discussion will be disclosed to the public
   when there is no further need for confidentiality.

   Motion: To go into Closed Session
   Moved: DeSalvo  Seconded: Grenier
   For: DeSalvo, Fargo, Glock, Grenier, Wester

RETURN TO OPEN SESSION
The return to Open Session was at 8:35 p.m.

10. Old Business
   Mr. Hamer discussed a replacement for Tom Rood and spoke about his review of civil service titles.
   He explained that restrictions on the lower level titles would cause us possibly to have to outsource
more work and it would restrict the work that the new employee would be permitted to understand. Mr. Hamer also spoke about the possibility of hiring a Library Monitor Worker in the future, which is a civil service position that provides flexibility in terms of assignments.

**Motion:** To authorize the Director to exercise judgment in hiring either a Custodian or Building Maintenance Worker.
Moved: Glock Seconded: Fargo
For: Fargo, Glock, Grenier, Inguanti, Wester

11. New Business
Mr. Hamer asked the DPW to clean up the garden area before the Book Sale on Saturday. Mr. Hamer indicated that Mr. O'Connor informally expressed an interest in putting out a call to local landscape companies to see if they are interested in maintaining the Library gardens in exchange for some sort of recognition (such as a plaque).

Mr. Hamer will get a third estimate for the electrical work needed so that the computer relocation can be scheduled by the end of May.

**Motion:** To allow the Director and the Building and Grounds Committee to evaluate the estimates for electrical work with a cap of $3500
Moved: Fargo Seconded: Glock
For: Fargo, Glock, Inguanti, Wester

**Motion:** To extend an invitation to Foundation Trustees to attend the Library Institute on June 2 at the Library's expense
Moved: Fargo Seconded: Glock
For: Fargo, Glock, Inguanti, Wester

12. Adjournment

**Motion:** To adjourn the meeting.
Moved: Inguanti Seconded: Fargo
For: Fargo, Glock, Inguanti, Wester

There being no further business before the Board, the meeting was adjourned at 8:55 p.m.

Respectfully submitted,

[Signature]

Patricia Wester
President