

RUTHERFORD PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES FOR APRIL 21, 2010 MEETING

OPEN MEETING

I. ROLL CALL

TRUSTEES PRESENT Ms. Brenda Fargo
Ms. Nan Giblin
Ms. Janice Glock
Mr. Gerry Grenier
Mayor John Hipp
Ms. Pat Wester
Ms. Ann Wilson

TRUSTEES ABSENT Mr. Tom Bryant

STAFF PRESENT Director Ms. Jane Fisher
Assistant Director Ms. Joan Velez

OTHERS PRESENT None

CALL TO ORDER The meeting was called to order at 7:06 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:

No correspondence.

V. PRESIDENT'S REPORT

A. Agenda

Motion: *To approve the revised Agenda as distributed at the meeting.*

Moved: Fargo; Seconded: Wilson

For: Fargo, Giblin, Glock, Grenier, Hipp, Wester, Wilson

B. Approval of the Minutes

Motion: *To approve the minutes of the March 17, 2010 Regular Meeting with one correction.*

Moved: Glock; Seconded: Fargo

For: Fargo, Glock, Grenier, Wester, Wilson

Abstain: Giblin, Hipp

C. President's Report

Ms. Wester thanked the Trustees for their support at the Borough Council meeting on April 13. She noted that it is important during this difficult time for the community to see and hear the Board advocating for the Library. Ms. Wester also

provided the new website address that the NJLA has created for their advocacy campaign during this critical time, [www. savemynjlibrary.org](http://www.savemynjlibrary.org) .

Ms. Wester reported that the Library Board Finance Committee will schedule a meeting with the Borough Council Finance Committee to discuss the impact of a cut of \$443,000 to the Library Budget.

Motion: *To adjust the order of the agenda to allow for new business at this point in the meeting.*

Moved: Glock; Seconded: Wilson

For: Fargo, Giblin, Glock, Grenier, Hipp, Wilson, Wester

VI. NEW BUSINESS

A fundraiser will be sponsored by the Friends of the Library in June. They requested permission to serve champagne at the conclusion of the performance of "Polytopics," previously performed at the William Carlos Williams Poetry Symposium in 2009.

Motion: *To approve a request from the Friends of the Library to serve champagne at their June 2010 William Carlos and Edgard Williams' "Polytopics" performance fundraiser.*

Moved: Wilson; Seconded: Giblin

For: Giblin, Glock, Grenier, Hipp, Wester, Wilson

Abstain: Fargo

VII. DIRECTOR'S REPORT

Ms. Fisher recommended that non-residents be charged \$8 to join the Summer Reading Club. In the total of 1,160 registered children in 2009, there were 242 non-residents whose related club expenses were paid by the Rutherford Public Library. Anticipated budget constraints initiated this recommendation. After discussion, it was agreed that a fee of \$10 would be charged.

Motion: *To charge non-residents \$10 to join the Summer Reading Club.*

Moved: Fargo; Seconded: Giblin

For: Fargo, Giblin, Glock, Grenier, Hipp, Wester, Wilson

Ms. Fisher mentioned that she had met with Senator Paul Sarlo in Trenton recently to discuss State funding cutbacks and their impact. She invited the Trustees to join other libraries from the State at the Save My NJ Library Rally scheduled for May 6 in Trenton.

Ms. Fisher also talked about the severe budget cuts that the New Jersey State Library may experience and how they would ultimately affect all libraries in the State. The impact is great—libraries stand to lose 74% of their state funding. In addition, the

proposed State budget cuts of \$10.4 million will impact all statewide library services. The decreases in funding will affect interlibrary loan and delivery of books, as well as internet access and online resources. The Talking Book and Braille Center will close when its present grant expires in 2012, and the Highlands Regional Office will close on July 1, 2010 because of the funding loss.

Another concern is Assembly Bill A2555 which would eliminate the minimum 1/3 mil local funding requirement for municipal public libraries. If passed, there is no guarantee that municipalities will continue to fund their libraries. Ms. Fisher will provide the Mayor with a copy of the resolution to be considered by the Borough indicating its support of the continuation of the 1/3 mil municipal contribution.

In conclusion, Ms. Fisher said that the previously scheduled Marketing Fair on Friday, June 10, in the Toms River Library has been cancelled as a result of funding concerns.

VIII. COMMITTEE REPORTS

A. Building & Grounds:

Ms. Glock reported that the Mayor suggested that the DPW should be contacted rather than the Building Department to discuss the moisture problem in the Children's Department. Ms. Fisher called Chris Seidler, the DPW Superintendent, and is awaiting a response from him to talk about locating the source of an apparent water leak that needs to be resolved before the present dry wall can be replaced.

Ms. Glock added that, in view of present budget concerns, Ms. Fisher suggested that the replacement of the carpeting and the deteriorating carpet padding in the Library Auditorium should be put on hold.

On Saturday, April 24, the Downtown Partnership has scheduled the annual Clean Rutherford Day event. Manager, Robin Reenstra-Bryant, indicated that volunteers will be sent to assist in the spring clean up of the Library grounds.

B. Donor Relations

Ms. Giblin provided an informational update on the Board's quest to gather information regarding the establishment of a 501c3 Foundation for the Rutherford Public Library. Meetings were held in March and April. The Donor Relations Committee and Ms. Fisher met with a consulting firm which focused on how to establish a foundation, the need to conduct feasibility surveys of the community, and how to develop a capital campaign. The establishment of a Foundation Board and the writing of by-laws were also discussed.

Additional helpful information was provided by Friend of the Library, Dennis Letsche, who recommended that after interviewing a number of consulting groups, one should be selected to work with to achieve the goals of a capital

campaign. Another meeting will be held with a local successful, experienced fundraiser. More information will be forthcoming.

C. Finance:

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

Moved: Giblin; Seconded: Wilson

For: Fargo, Giblin, Glock, Grenier, Hipp, Wilson, Wester

Mr. Grenier reported that the Finance Committee had met on March 30 to discuss proposed cuts to the Library Budget. At this time, the Committee looks forward to discussing the effects of those cuts to library services, staffing, programs, and hours with the Borough Council Finance Committee.

Chase Bank has notified Mr. Grenier and requested that the Board close its account with that bank and transfer the funds to a bank of our choice. They will no longer be handling municipal accounts. Mr. Grenier will research several banks to determine the appropriate placement for the Library funds.

D. Personnel

Ms. Wester stated that Ms. Fisher will be completing her Annual Self-Evaluation, and it is anticipated that the Trustees' evaluation will be subsequently completed.

E. Public Relations

Ms. Wilson talked about the information that was prepared for patrons and supporters of the Rutherford Public Library regarding the current Library Budget crisis. The paperwork that will be distributed includes suggestions that can be utilized to acquire a better understanding of the proposed cuts and the impact for the Library, some answers to frequently asked questions, and who to contact locally on the Borough Council and in the newspapers to advocate for the Library.

After a lengthy discussion, the Board decided to initiate changes to the Library schedule to begin implementing measures that reflect proposed municipal cuts to the Library Budget.

Motion: Effective May 1, 2010, the Rutherford Public Library will have no evening hours on Thursday and Friday; the Library will be open for 4 hours on Saturday; and the Library will be closed on Sunday.

Moved: Hipp; Seconded: Fargo

For: Fargo, Giblin, Glock, Grenier, Hipp, Wilson

Absent: Wester

IX. OTHER REPORTS

A. Mayor

Mayor Hipp announced that he will host a Mayor's Forum on the Budget on

May 5 at 7 p.m. He would like to receive input from the community on relevant topics and current issues.

B. Friends of the Library:

The Friends share concerns about the Library funding cuts and would like to assist in advocacy activities. Ms. Fisher will inform them of how they can effectively participate.

A book sale fundraiser will be sponsored by the Friends on Saturday, April 24, from 10 a.m. to 5 p.m. The monies raised will be used to sponsor programs.

Ms. Fisher reported that the Friends are continuing to plan for a June 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, entertaining material.

IX. EXECUTIVE 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 21 at 8:05 PM to discuss personnel issues.

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

RETURN TO OPEN SESSION:

The return to Open Session was at 8:25 p.m.

X. UNFINISHED BUSINESS:

Strategic Planning Development


Ms. Fisher distributed a Strategic Planning Notebook to each of the Trustees which will provide resource information related to the development of a strategic plan for the Library. Included were the Introductory Key Considerations, a Core Questions sheet for each category, the 2007 Community Profile for Rutherford, and a number of current articles related to library funding, the future of reading, and trends in library building design/construction and client usage.

XI. ADJOURNMENT

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

There being no further business before the Board, the meeting was adjourned at 9:08 p.m.

Respectfully submitted,



Pat Wester, President