

**Rutherford Public Library Board of Trustees
Minutes for May 18, 2011 Meeting**

Open Meeting

1. Roll Call

Trustees Present	Ms. Brenda Fargo Ms. Janice Glock Mr. Gerry Grenier Mr. Stephen Sacco Ms. Pat Wester Ms. Ann Wilson
Absent	Ms. Nan Giblin Mayor John Hipp
Staff Present	Mr. Judah Hamer, Director
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: Fargo Seconded: Glock

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

B. Approval of the Minutes

Motion: *To approve the Minutes of the April 20 Open Session Meeting*

Moved: Fargo Seconded: Wilson

For: Fargo, Glock, Wester, Wilson

Abstain: Grenier, Sacco

Motion: *To approve the Minutes of the April 20 Closed Session Meeting which were revised to remove Ms. Giblin's name from the discussion section*

Moved: Glock Seconded: Fargo

For: Fargo, Glock, Wester, Wilson

Abstain: Grenier, Sacco

Mr. Hamer provided two updates about the Borough budget:

1. The budget had been \$40,000 over the 2% cap. This amount has been reduced to \$20,000.
2. Refusal of payment to the Meadowlands Commission by area municipalities may lead to the Borough of Rutherford receiving \$100,000 less in income.

When Mr. Hamer met with the Public Relations Committee in March, it was decided that he should resume sending monthly updates about the Library to Council Members. The first update is a one-page document with bullet-point highlights and some library use statistics.

We have a new volunteer helping with the ESL conversation groups.

Ms. Wester commented that the website overhaul is great. We are moving from HTML to a blog format, which will allow us to keep the site fresh on a regular basis.

8. Committee Reports.

A. Building and Grounds

The new DVR machine was installed and a quote was requested for adding 3 additional cameras in the following locations: the Young Adult area, the 3rd floor West Stairwell and the Auditorium. The quote came in at \$2,250. Mr. Sacco suggests getting at least one additional quote for comparison.

Mr. Hamer is working with the DPW to correct the violations noted in the annual Fire Inspection Report. Joe Wronko will fix the problems with the outlets. He will also fix the timer on the perimeter lights, either with a replacement clock or a sensor.

Mr. Hamer spoke with Mr. Dansbach regarding work that needs to be done on the sprinklers.

Mr. Sacco will contact the Mayor to get his assistance in having the DPW prioritize our work.

The sump pump repairs were completed and paid for by the Library. Mr. Sacco will speak with the Mayor to discuss how future emergency repairs will be handled.

Mr. Sacco again thanked Ms. Glock, Ms. Wilson and all those who cleaned up the courtyard gardens.

B. Finance.

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

Moved: Glock Seconded: Wilson

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

Mr. Grenier reported that two weeks ago the paperwork was executed to transfer funds from the Merrill Lynch account to the Rutherford Public Library Foundation account. The Merrill Lynch account will be closed.

C. Policy

Ms. Fargo pointed out that the Nepotism Policy is outdated since some layers of management have been eliminated. She suggested that a paragraph that had been present in a past version of the Policy, but had been taken out in June of 2006, be reinstated into our current

policy. Mr. Sacco suggested that employees sign off on having received the new policy once it is modified.

Motion: *To accept changes to the Nepotism Policy*

Moved: Fargo Seconded: Glock

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

9. Other Reports

A. Mayor

None.

B. Foundation Update

None.

10. Unfinished Business

There will be a discussion on the Rutherford Public Library (RPL) attorney for the Rutherford Library Association (RLA) negotiations in a Closed Session.

11. 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, May 18, 2011 at 7:47 p.m. in the auditorium 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.

Motion: *To go into Closed Session*

Moved: Fargo Seconded: Grenier

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

RETURN TO OPEN SESSION

The return to Open Session was at 8:20 p.m.

12. New Business

Motion: *To dismiss Beth Hinsdale as the RPL representative in negotiations with the RLA*

Moved: Grenier Seconded: Sacco

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

Motion: *To retain Beverly Wurth to represent the RPL in negotiations with the RLA, contingent upon the necessity of a Request for Proposal*

Moved: Grenier Seconded: Sacco

C. Report of the President

Ms. Wester reported that the reception for Mr. Hamer on April 27th was a success. It was well attended. Approximately 20 community leaders were there.

There were two articles concerning Mr. Hamer in the South Bergenite which were very positive. Mr. Hamer handled the interviews well.

5. Friends of the Library

Mr. Hamer reported on the reception held on May 12 for Jim Hands. Mr. Hands had given Della Rowland his original Library card. It was framed and will be displayed in the Library. Bill Neumann took a photograph of Mr. Hands holding a small version of his map. It will be made into a poster. Daphne Williams-Fox re-drafted the gift letter that Mr. Hands had provided to the Library. He re-signed it and it was notarized. This will help with the copyright process. Ms. Williams-Fox has found a copyright attorney to assist us. We may have to copyright the new version of the map rather than the old.

The Friends have requested a new wish list from Mr. Hamer. He will provide one which will include both programming and computer projects.

Mr. Hamer is still looking into the issue of whether artwork stored in the Library can be sold for fundraising purposes, as had been requested by Vanessa Warner.

6. Correspondence

A letter was received from a young girl, Amy Lee Jeongyun, with a colorful picture and an "I Love the Library" message.

7. Report of the Director

Mr. Hamer reported that the Library received a net lender reimbursement of \$12,470.40 from BCCLS.

Mr. Hamer has hired Judy Morrone to fill the vacancy left by Peggy Clark. She is in training and will begin working her regular hours on June 1.

At the last council meeting, Kim Birdsall spoke about a grant that might benefit the Library. T&M Associates have identified a grant from TD Bank Charitable Fund that could assist in our ESL Program. The value of the grant should be between \$5,000 and \$12,000. Mr. Hamer will assist the T&M contact who is writing the grant application.

Mr. Hamer is beginning to work on cleaning out areas of the Library that are needed for additional work space. Currently there are three staff members who need additional work spaces.

The reference desk schedule has been revised to provide Librarian Rhoda Portugal more time to work on the collection and plan programs.

We now have a Saturday schedule for all departments until the end of the year.

Mr. Hamer is addressing the issue of staff members who have been working extra hours without authorization.

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

Motion: *To approve an amount not to exceed \$1200 for the purpose of a RPL/RLA briefing between Beth Hinsdale and Beverly Wurth*

Moved: Grenier Seconded: Glock

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

Ms. Wester appointed Ms. Glock, Mr. Grenier and Mr. Sacco to an Ad Hoc Negotiations Committee.

13. Adjournment

Motion: *To adjourn the meeting.*

Moved: Glock Seconded: Sacco

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

There being no further business before the Board, the meeting was adjourned at 8:30 p.m.

Respectfully submitted,



Patricia Wester
President