

**Rutherford Public Library Board of Trustees
Minutes for May 22, 2012 Meeting**

Open Meeting

1. Roll Call

Trustees Present	Ms. Janice Glock Mr. Gerry Grenier Ms. Rose Inguanti Mr. Mark O'Connor Ms. Pat Wester
Absent	Ms. Brenda Fargo Ms. Nan Giblin Ms. Monica Rodriguez Mr. Stephen Sacco
Staff Present	Mr. Judah Hamer, Director
Call to Order	The meeting was called to order at 7:10 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 revised agenda*
Moved: Grenier **Seconded:** Glock
For: Glock, Grenier, Inguanti, O'Connor, Wester

B. Approval of the Minutes

Motion: *To approve the minutes of the April 18 open meeting*
Moved: Glock **Seconded:** Grenier
For: Glock, Grenier, Wester
Abstain: O'Connor, Inguanti

Motion: *To approve the minutes of the April 18 closed meeting*
Moved: Grenier **Seconded:** Glock
For: Glock, Grenier, Inguanti, Wester
Abstain: O'Connor

4. Committee Reports

A. Finance

Mr. Grenier noted that two bills were added since the packet was distributed: one for photocopier maintenance and one for legal services. Mr. O'Connor inquired about the scope of the monthly photocopier fee. Mr. Hamer explained that it covers monthly maintenance and toner for three machines.

Motion: *To approve payment of bills enclosed in packet with the addition of two bills*
Moved: O'Connor Seconded: Inguanti
For: Glock, Grenier, Inguanti, O'Connor, Wester

Mr. Grenier did not hold a Finance Committee meeting in May, but will schedule one for June. The Merrill Lynch portfolio is yielding 7.5% on an annual basis. There is a CD coming due in August and a decision will need to be made on how to reinvest the funds.

5. Old Business

A. Building and Grounds

Motion: *To award the electrical work for moving the computers to Mardell Electric at a cost of \$2,565.*
Moved: O'Connor Seconded: Inguanti
For: Glock, Grenier, Inguanti, O'Connor, Wester

Mr. O'Connor has arranged for VC Landscaping to get the garden area cleaned up at no charge to the Library. He will speak with the DPW to get on their schedule for on-going maintenance. Ms. Wester will send a Thank You letter to VC Landscaping from the Board.

Mr. O'Connor raised the possibility of creating a mobile cafe in the garden area. He noted a successful example of this at the Montclair Library. He will get more information.

6. New Business

1. Resolution for terminal payments to Thomas Rood

WHEREAS, Thomas Rood has retired from the Rutherford Public Library effective April 30, 2012 and,
WHEREAS, Mr. Rood is entitled to payment for 3.3 weeks of vacation leave, totaling \$3,832 and,
WHEREAS, Mr. Rood is, through Article 38 of the Rutherford Library Association contract, entitled to the maximum terminal payment for unused sick days, totaling \$7,000;
NOW THEREFORE BE IT RESOLVED, that payment of \$10,832 will be made to Thomas Rood over five (5) years from 2012 to 2016 - \$2,166.40 each year.

Motion: *To approve this Resolution*
Moved: Glock Seconded: O'Connor
For: Glock, Grenier, Inguanti, O'Connor, Wester

2. Standardization of loan periods and overdue fines

Motion: *To adjust the loan periods so that all DVDs have a 7-day loan period and children's*

music and audio books have a 14-day loan period

Moved: Inguanti Seconded: O'Connor
For: Glock, Grenier, Inguanti, O'Connor, Wester

Motion: *To adjust the per day overdue fines for adult tutorial and travel DVDs and children's DVDs so that all DVDs have a \$1.00 per day overdue fine*

Moved: O'Connor Seconded: Glock
For: Glock, Grenier, Inguanti, O'Connor, Wester

3. Minute-Taker for Foundation meeting minutes

Motion: *To approve funding for payment for a minute-taker for up to 6 Foundation meetings, for the remainder of the year, at a rate not to exceed \$88 per meeting*

Moved: Grenier Seconded: Glock
For: Glock, Grenier, Inguanti, O'Connor, Wester

4. Establish Gift Policy

A Gift Policy should be drafted as quickly as possible. Items to be addressed in the policy are the solicitation of funds and naming rights. This policy will act as a guide for both the Foundation and the Friends. The July meeting was set as the deadline for completion by the ad hoc committee: Mr. Grenier, Ms. Fargo and Ms. Glock.

7. 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 Tuesday, May 22 at 7:49 p.m. in the auditorium to discuss union negotiations and the custodial position.

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: Glock Seconded: Grenier
For: Glock, Grenier, Inguanti, O'Connor, Wester

RETURN TO OPEN SESSION

The return to Open Session was at 8:07 p.m.

8. Hearing of the Citizens

None.

9. Correspondence

None.

10. Director's Report

Mr. Hamer reported that we will order a new computer for the print management system.

There has been a lot of weeding out in the children's collection, with many items in poor condition being removed. We will replace classic materials with fresh copies. The entire collection will be reorganized before it is moved upstairs.

Mr. Hamer identified an issue regarding the Open Borrowing program. He explained the distinction between this program and the reciprocal borrowing agreement that exists between BCCLS libraries. Passaic families access the Rutherford Library through the Open Borrowing program, and their use of the Library accounts for one out of every four children's items loaned. When an item is not returned, our staff spends a lot of time on documentation in an effort to collect reimbursement from the Passaic Library. Mr. Hamer is working with BCCLS to address this issue, along with the new restrictions the Passaic Library Director is placing on his patrons, which will limit the extent to which they may borrow materials through the Open Borrowing program.

Mr. Hamer introduced the idea that new children's room be painted prior to relocation of materials in August, indicating that interest in this was expressed informally to him by some Board members. Mr. Hamer and Mr. O'Connor will aim to get quotes by the June meeting. They will also look into new partitions and shelving that may be needed in connection with the reorganization.

11. Other Reports

A. Mayor

None.

B. Foundation

Mr. Grenier has set up a bank account for the Foundation.

The gathering last Friday between the Foundation Board and the Trustees was a success.

12. Adjournment

Motion: *To adjourn the meeting*

Moved: Inguanti Seconded: O'Connor

For: Glock, Grenier, Inguanti, O'Connor, Wester

There being no further business before the Board, the meeting was adjourned at 8:42 p.m.

Respectfully submitted,



Patricia Wester
President