

**Rutherford Public Library Board of Trustees
Minutes for June 15, 2011 Meeting**

Open Meeting

1. Roll Call

Trustees Present	Ms. Brenda Fargo Ms. Nan Giblin Ms. Janice Glock Mr. Gerry Grenier Mayor John Hipp (arrived 7:10 p.m.) Ms. Pat Wester
Absent	Mr. Stephen Sacco Ms. Ann Wilson
Staff Present	Mr. Judah Hamer, Director
Call to Order	The meeting was called to order at 7:02 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: Glock **Seconded:** Fargo
For: Fargo, Giblin, Glock, Grenier, Wester

B. Approval of the Minutes

Motion: *To approve the minutes of the May 18 open session meeting*
Moved: Fargo **Seconded:** Glock
For: Fargo, Grenier, Glock, Wester
Abstain: Giblin

Motion: *To approve the minutes of the May 18 closed session meeting*
Moved: Glock **Seconded:** Fargo
For: Fargo, Grenier, Glock, Wester
Abstain: Giblin

C. Report of the President

Mr. Hamer is making many positive changes at the Library and is keeping Ms. Wester informed. The bullet-point sheet prepared for the Council is a good concise informational tool.

5. Friends of the Library

Mr. Hamer presented a "wish list" to the Friends of the Library Board on June 14. Included on the list is the purchase of 6 public access computers. Although the purchase of computers has not typically been the type of project the Friends support, Ms. Warner and other Board members seemed receptive to the idea. Our existing computers are older and in need of software upgrades. The Friends will meet on July 19 to vote on the allocation of funds. Mr. Hamer will email the "wish list" to the Trustees.

Ms. Warner [President of the Friends of the Library] is intent on bringing new members into the Friends.

The Friends will not proceed with the art sale previously discussed because of strict regulations governing the sale of public property.

The next Book Sale date is September 17.

6. Correspondence

None

7. Report of the Director

The nepotism policy has been implemented and, in the process, the goal to centralize scheduling was launched. The centralized scheduling helps both staff and management better predict work hours. It also builds staff awareness of what is going on in other parts of the building. In addition, it helps the staff become more interchangeable in duties performed.

The ESL Grant has been submitted. TD Bank North should notify the Library of their decision in August.

Attorney Beverly Wurth is on board. No RFP was required. Ms. Wurth has requested the Library file from Beth Hinsdale, who has been unresponsive to calls from Mr. Hamer. Mr. Hamer will send a letter to Ms. Hinsdale requesting that she transfer the file to Ms. Wurth.

Mr. Hamer was invited by Peggy Letsche to join the Municipal Alliance Committee.

8. Committee Reports

A. Building and Grounds

Mr. Hamer is still looking into the camera estimates.

The sprinkler tests were completed on June 15.

Last week Mr. Dansbach and Mr. Wronko did a walk-through to see what items still need to be completed from the Fire Inspection. These will be done by the DPW over time. Mr. Dansbach indicated that the Library would not be fined because of the time it is taking to

complete this work.

B. Finance

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

Moved: Glock Seconded: Fargo

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

C. Alcohol Policy

The need for a policy on alcohol use in the Library was discussed. Ms. Fargo and Mr. Hamer provided background information. According to the Borough clerk's office the Borough's general liability insurance covers the serving of alcohol. For "closed" events there is no need for permitting. For "open" events the NJ State permitting process needs to be followed. Board members discussed various ways the policy might be developed. It was decided to draft a policy dealing with both open and closed events. Mayor Hipp indicated that if the Library as a Borough entity were to submit an *Application for Special Permit for Social Affair* that it may not be obligated to pay the \$100 fee. Mr. Hamer will look into this.

9. Other Reports

A. Mayor

The Mayor spoke with Sharon Clancy and he had hoped she would have attended the meeting tonight. Mr. Hamer will follow up with Ms. Clancy.

B. Foundation Update

Ms. Giblin reported that the next formal meeting will take place in September, but that informal discussions involving the development of the Board will take place during the summer.

10. Unfinished Business

None.

11. New Business

None.

12. Adjournment

Motion: *To adjourn the meeting.*

Moved: Grenier Seconded: Glock

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

There being no further business before the Board, the meeting was adjourned at 7:35 p.m.

Respectfully submitted,



Patricia Wester
President