

**Rutherford Public Library Board of Trustees
Minutes for June 16, 2010 Meeting**

Open Meeting

1. Roll Call

Trustees Present	Mr. Tom Bryant (arrived at 8 pm) Ms. Brenda Fargo Ms. Nan Giblin Ms. Janice Glock Mr. Gerry Grenier Mayor John Hipp Mr. Stephen Sacco Ms. Ann Wilson
Trustees Absent	Ms. Pat Wester
Staff Present	Director, Ms. Jane Fisher
Call to Order	The meeting was called to order at 7:07 p.m. by Nan Giblin

2. Provisions of the Open Public Meetings Act

Ms. Glock read the provisions of the Open Public Meetings Act.

3. Hearing of Citizens

No citizens were present.

4. Correspondence

None.

5. President's Report

A. Agenda

Motion: *To modify the agenda to allow for the swearing in of Stephen Sacco.*
Moved: Glock Seconded: Grenier
For: Fargo, Giblin, Glock, Grenier, Hipp, Wilson
Abstain: Sacco

Mr. Sacco was sworn in by Mayor Hipp.

B. Approval of the Minutes

Motion: *To approve corrections to the minutes of the April 21, 2010 Regular Meeting as follows: a) Ms. Fargo abstained on the vote to serve champagne at the Friends of the Library event; b) Votes on motions were changed to reflect the time that Ms. Wester departed during the meeting.*

Moved: Hipp Seconded: Glock
For: Fargo, Giblin, Glock, Grenier, Hipp, Wilson
Abstain: Sacco

Motion: *To approve corrections to the minutes of the May 19, 2010 Regular Meeting to include the notation that Jane Fisher presented the Layoff Plan in the packets.*

Moved: Hipp Seconded: Glock
For: Fargo, Giblin, Glock, Hipp, Wilson
Abstain: Grenier, Sacco

C. President's Report

Ms. Giblin reported that she had spoken to Susan Rappaport after Susan submitted her resignation and thanked her for all of her contributions to the Library. Susan was appreciative of the acknowledgment. Ms. Giblin noted that this is a very difficult time for the staff, and yet they continue to maintain their focus. She noted that Ms. Fisher has done an exceptional job of handling her professional responsibilities, as well as supporting the staff during this difficult period of uncertainty.

6. Report of the Director

Ms. Fisher received approval of our layoff plan from the Department of Civil Service, which approved both permanent and temporary layoffs. Two sets of letters will be sent: one to the "targeted" employees that are moving to part-time and will lose health benefits (considered permanent layoffs), and another letter to all employees as all employees are subject to furloughs (temporary layoffs). Once the letters are issued, the Department of Civil Service will assess if everything was done following the appropriate processes. A health benefits representative will be available to assist those employees with questions regarding Cobra.

Ms. Fisher received 222 letters from residents in support of restoring budget cuts. The letters were given to the Mayor. Ms. Giblin asked what could be done with the letters to influence the Council to be more equitable on the budget cuts. Mayor Hipp noted that while the strong community outcry has made an impact, other difficulties with the budget process have superseded those concerns. The Council is now focused on addressing the \$1 million shortfall and is less focused on the Library and the expressed concerns of residents.

Ms. Giblin noted that in spite of all of the efforts of the residents, their concerns appear to be falling on deaf ears. The Trustees need a way to keep the momentum going so that we do not lose their passion, and we keep them as advocates. Ms. Wilson will work on a PR effort to thank the citizens for their support.

Mr. Grenier questioned what had transpired with the Impact Analysis that the Council had requested which was provided to them two weeks ago. Mayor Hipp said he will make sure it goes on the record. We have a concern that the efforts being made by the Library have not had the desired and needed impact.

Ms. Fisher distributed circulation figures for 2009 and 2010. It shows a clear reduction in circulation when the Library hours were reduced. Ms. Giblin suggested we place an asterisk on the May 2010 figures with a note that this is when the hours were cut back.

Ms. Fisher reported that invitations have been issued for a reception for Joan Velez on June 30. Senator Paul Sarlo, a Velez family friend, may attend.

7. Committee Reports

A. Building & Grounds

Building

Ms. Glock reported that an ongoing problem with moisture in the Children's Department (first presented in November 2009) still has not been resolved. Ms. Fisher has contacted the DPW Superintendent, and we are waiting for a response for assistance with how the problem can be remedied. Although there does not appear to be a mold problem, the leak needs to be resolved before the dry wall can be replaced.

An email message was also sent to the DPW Superintendent reporting cracked glass in a window on the Chestnut Street side in the basement. A reduction in the workforce at DPW may be affecting the scheduling of work requests.

Grounds

Sections of the concrete walls and sidewalk are continuing to disintegrate. Those concerns were given to the DPW last year. Trees, shrubs and plants look beautiful and are being enjoyed by the public. The Daisy Girl Scout troop planted marigolds, which were a nice addition to the courtyard. The Cub Scout leader has also expressed an interest in scheduling a planting time.

B. Finance

Mr. Grenier distributed the Profit & Loss statement.

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

Moved: Grenier Seconded: Wilson

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

Motion: *To establish a new checking account at Lakeland Bank into which the existing balance of the account at Chase Bank will be transferred, and to close the account at Chase Bank, which is no longer able to serve government accounts.*

Moved: Grenier Seconded: Hipp

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

Motion: *To authorize the Library Director to manage an increase for legal expense due to labor issues arising from municipal budget cuts.*

Moved: Grenier Seconded: Hipp

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

Motion: *To approve the following changes in library hours of operation as outlined in "PROPOSAL A" in the packet: Effective July 1, 2010, the Library will open at 11 a.m. on weekdays. Effective September 1, 2010, the Children's Room will open at 1 p.m. Mondays-Thursdays and at 11 a.m. on Fridays and Saturdays.*

Moved: Grenier Seconded: Wilson

Discussion: Ms. Giblin suggested that the impact on the community created by the reduction in hours be addressed. Ms. Fisher suggested a press release, which would explain that furloughs and reductions are being made based on the proposed cuts and thus funds will not be available to sustain former levels of library hours and services. Publicizing the programs that have been eliminated as a result of the cuts is also news worthy. Ms. Fisher created a new sign for the front

door listing the dates of furloughs, advising the public and keeping them up to date. Mayor Hipp offered to write a letter to the editors of the local newspapers discussing the cuts in an effort to keep the public energized in their support. Ms. Wilson mentioned that with our reduced hours, we are approaching the minimum number of hours required to maintain State funding.

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

Mr. Grenier reported on the June 2nd Finance Committee meeting. We are waiting for a review of our audit by two attorneys and expect to have it by the middle of July. A suggestion was made at the June 2nd meeting to set up an Investment Policy Committee. This is being considered.

8. Other Reports

A. Mayor

The Mayor reported that the development of the 2010 budget; the Borough Council appears to be challenged. The Mayor will check with the new Borough Administrator to see if any changes have been made to the amount of the Library's funding.

B. Friends of the Library

Ms. Fisher commented that the Friends considered the performance of "Polytopics Skits" and *Letters between William Carlos Williams and Edgar Irving Williams* a success with about 50 people present. The Friends will meet again sometime in July or August. The pending list of Friends' sponsorship programs might not work for the balance of the year because of changes in hours and staffing levels.

9. Unfinished Business

None.

10. New Business

Mr. Grenier asked Mr. Sacco to tell the group a bit about his background. Mr. Sacco was born in Atlantic County, has lived in Rutherford for 13 years and works in the insurance field.

11. Adjournment

Motion: *To adjourn the meeting.*

Moved: Glock Seconded: Fargo

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

There being no further business before the Board, the meeting was adjourned at 8:10 p.m.

Respectfully submitted,



Nan Giblin
Vice President