

**Rutherford Public Library Board of Trustees
Minutes for June 18, 2012 Meeting**

Open Meeting

1. Roll Call

Trustees Present	Ms. Brenda Fargo Mr. Gerry Grenier Ms. Rose Inguanti Mr. Mark O'Connor (arrived 7:10 p.m.) Ms. Monica Rodriguez Ms. Pat Wester
Absent	Ms. Nan Giblin Ms. Janice Glock Mr. Stephen Sacco
Staff Present	Mr. Judah Hamer, Director
Others present	Mr. Jim McCarthy
Call to Order	The meeting was called to order at 7:05 p.m. by Pat Wester

2. Provisions of the Open Public Meetings Act

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

3. President's Report

A. Agenda

Motion: *To approve the agenda*
Moved: Fargo **Seconded:** Grenier
For: Fargo, Grenier, Inguanti, Rodriguez, Wester
Against: None
Abstain: None

B. Approval of the Minutes

Motion: *To approve the minutes of the May 16 open meeting*
Moved: Fargo **Seconded:** Rodriguez
For: Fargo, Rodriguez, Wester
Against: None
Abstain: Grenier, Inguanti

Motion: *To approve the minutes of the May 22 open meeting*
Moved: Grenier **Seconded:** Inguanti
For: Grenier, Inguanti, Wester
Against: None
Abstain: Fargo, Rodriguez

Motion: *To approve the minutes of the May 22 closed meeting*
Moved: Grenier **Seconded:** Inguanti
For: Grenier, Inguanti, Wester
Against: None
Abstain: Fargo, Rodriguez

C. Report of the President

Ms. Wester and Ms. Rodriguez attended the Library Trustee Institute meeting, which was very worthwhile.

4. Hearing of Citizens

None.

5. Correspondence

None.

6. Director's Report

Mr. Hamer reported that the accountants were conducting their audit last week; based on their comments he anticipates they will recommend record-keeping changes.

The custodial position has been filled by Nabil Farag, who is being appointed to the title of Building Maintenance Worker. Mr., Farag's former position, the part-time Building Service Worker, is now vacant. Mr. Hamer recommends filling the job with a temporary worker to allow time to decide the best way to structure the position.

Layoff notices have been sent. The layoff date is August 11, 2012.

Mardel Electric is coming in Wednesday, June 20 to begin the electrical work associated with the relocation of the public access computer workstations. Mr. Hamer indicated that there will be additions to the Mardel Electric work in connection with the relocation of the reference desk and the reorganizing of the circulation desk and main floor office.

Mr. Hamer reported on the status of the building reorganization. He expects equipment to be removed from the glass room next week. Many books have been shifted on the mezzanine; he and Ellen Carter have begun to plan the reorganization of the circulation desk.

The Friends of the Library will not hold a book sale on Labor Day due to a lack of volunteers. The target date for the next sale is early December.

Mr. Hamer reported some progress on the issues with the Passaic Library's use of the Open Borrowing program. Passaic borrowers' privileges have been restricted by their own Library, and we are working on solutions for collecting owed payments.

Mr. Hamer shared that the Library has had serious connectivity issues with the free Verizon drop over the past three weeks. Several libraries are cooperating to contact Verizon to resolve the problem.

Donations were received from the Woman's Club of Rutherford and from Betty Roach.

7. Committee Reports

A. Finance

Motion: *To approve payment of bills enclosed in packet with the addition of three bills*

Moved: Rodriguez Seconded: Fargo

For: Fargo, Grenier, Inguanti, O'Connor, Rodriguez, Wester

Against: None

Abstain: None

Mr. Grenier will schedule a Finance Committee meeting this month.

B. Building and Grounds

Mr. O'Connor reported that Nabil needs new tools to do his job properly. Tools will be purchased.

C. Policy

The Gift Policy will be presented in July.

8. Other Reports

A. Mayor

None.

B. Foundation

Anita Peterson has joined the Board bringing the membership to 10. Ms. Fargo asked what the plans are for making the Foundation's presence known. Ms. Wester said that an Events Committee has been formed and plans are underway for a gala in February 2013.

The Foundation has opened an account at Boiling Springs Savings Bank and will participate in their Community Alliance Program. Mr. McCarthy said there is no legal prohibition on promoting that program in the Library.

There was a discussion regarding the current organizational structure of the Foundation and the Friends. The autonomous nature of their structures is not in the best interest of the Library. Mr. McCarthy suggested the organizations' documents be modified to create

accountability to the Library.

Motion: *To direct Mr. McCarthy and Mr. Hamer to meet with the Foundation board to codify the accountability of the Foundation to the Library Board of Trustees*

Moved: Fargo Seconded: Inguanti

For: Fargo, Grenier, Inguanti, O'Connor, Rodriguez, Wester

Against: None

Abstain: None

A similar meeting should take place in the future with the Friends.

C. Legal

Mr. McCarthy questioned whether we wanted to pursue action against the HVAC vendor regarding the poor performance of the controller. We have six years from the start date of the contract to file against them. Mr. O'Connor will revisit the contract with Monsen and Mr. Hamer will get clarification of exactly what needs to be fixed.

9. 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 Monday, June 18, 2012 at 8:00 p.m. in the auditorium to discuss negotiations with the union.

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, Grenier, Inguanti, O'Connor, Rodriguez, Wester

Against: None

Abstain: None

RETURN TO OPEN SESSION

The return to Open Session was at 8:29 p.m.

10. Old Business

Motion: *To forward the Memorandum of Agreement between the Rutherford Free Public Library and the Rutherford Library Association to Beverly Wurth for presentation to the Union.*

Moved: Grenier Seconded: Inguanti

For: Fargo, Grenier, Inguanti, O'Connor, Rodriguez, Wester

Against: None

Abstain: None

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11. New Business

Mr. Hamer and Mr. O'Connor secured three estimates for painting of the glass room and the new children's room. Mr. O'Connor would like to meet with two of the contractors again and will call in another for an estimate.

Motion: *To authorize the Building and Grounds committee to select a painting contractor at a cost not to exceed \$5,000*

Moved: Rodriguez Seconded: Fargo
For: Fargo, Grenier, Inguanti, O'Connor, Rodriguez, Wester
Against: None
Abstain: None

12. Adjournment

Motion: *To adjourn the meeting*

Moved: Fargo Seconded: Grenier
For: Fargo, Grenier, Inguanti, O'Connor, Rodriguez, Wester
Against: None
Abstain: None

There being no further business before the Board, the meeting was adjourned at 8:40 p.m.

Respectfully submitted,



Patricia Wester
President