

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

Open Meeting

1. Roll Call

Trustees Present	Ms. Brenda Fargo Ms. Janice Glock Mr. Gerry Grenier Ms. Rose Inguanti (arrived 7:10 p.m.) Mr. Mark O'Connor Ms. Monica Rodriguez Ms. Pat Wester
Absent	Mr. Stephen Sacco
Staff Present	Mr. Judah Hamer, Director
Others present	Mr. Jim McCarthy (arrived 8:10 p.m.)
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. President's Report

A. Agenda

Motion: *To approve the agenda as amended*
Moved: Fargo **Seconded:** Grenier
For: Fargo, Glock, Grenier, O'Connor, Rodriguez, Wester
Against:
Abstain:

B. Approval of the Minutes

Motion: *To approve the minutes of the June 18 open meeting*
Moved: O'Connor **Seconded:** Fargo
For: Fargo, Grenier, O'Connor, Rodriguez, Wester
Against:
Abstain: Glock

Motion: *To approve the minutes of the June 18 closed meeting*
Moved: O'Connor **Seconded:** Fargo
For: Fargo, Grenier, O'Connor, Rodriguez, Wester
Against:
Abstain: Glock

C. Report of the President

Ms. Wester reported that Nan Giblin has resigned from the Board of Trustees. A suggestion was made that she be honored for her service with the purchase of children's books.

Motion: *To regretfully acknowledge Ms. Giblin's resignation with a donation of one or two children's books*

Moved: Fargo Seconded: Glock

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

Against:

Abstain:

4. Hearing of Citizens

None.

5. Correspondence

None.

6. Director's Report

Mr. Hamer reported on the moves that have been made on the main floor. Mardel Electric has done much of the computer re-wiring for the computer banks. New MACs have been installed. The integrated printing system is being rolled out this week. There will be some swapping of computers over time as required.

The Reference Desk has been moved and brighter lights have been installed in some of the stacks. Still to be completed is the work on configuring the layout for DVDs and moving new adult fiction and non-fiction further into the building.

Beverly Wurth has made some edits to the Memorandum of Agreement with the Union that allows for periodic review of the pro-ration for part time employees.

Diane Jones will not avail herself of the right to displace another employee and will retire.

Rhoda Portugal has done a great job in working with Verizon to have the issues with their internet drop resolved. We do have some overlap between Verizon and Comcast that works to our advantage when we have problems with one of the connections.

The Summer Reading Program is in full swing. Jane Tarantino is participating in the Jump Start Program the Board of Education is running.

Mr. Hamer referenced the monthly statistics report and explained some of the comparative figures.

Mr. Hamer reported that our wages budget is on track.

Ms. Fargo noted that Verizon will match Verizon employees' volunteer hours with a monetary donation.

7. Committee Reports

A. Finance

Mr. Grenier noted that one bill not enclosed in the packet has been added.

Mr. O'Connor questioned the \$300 payment to the Wallington Library. Mr. Hamer explained that in the BCCLS Reciprocal Borrowing Program, if one of our patrons doesn't return items borrowed from another library, we must pay for the items. In this case, 8 high cost items were not returned.

Mr. Grenier asked about the cost for the technical consultant. Mr. Hamer explained what upgrades and installs were done and that extra time was required to complete the integrated printing set up.

Mr. Grenier reported that he has a draft of the audit which he will review with Mr. Hamer.

Mr. Grenier asked about the status of a bookkeeper. Mr. Hamer noted that the audit was more difficult to accomplish because of bookkeeping inconsistencies. Addressing these will require expertise not currently on staff.

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

Moved: Grenier Seconded: O'Connor

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

Against:

Abstain:

8. Other Reports

A. Mayor

None.

B. Foundation

Ms. Wester reported that there will be a Finance Committee meeting next week to discuss the accounting systems. Mr. Grenier added that the Board is looking into using a cloud service provided by Quicken.

Ms. Wester reported that the Events Committee is working on the Labor Day Street Fair and next winter's gala.

There was a discussion and some concerns regarding where various groups are positioned relative to the Library on the day of the Fair. Mr. Hamer will discuss this with Mr. McCarthy.

9. Old Business

Mr. Hamer reported that three painting estimates were initially received and then a fourth came from American Painting. Mr. Heller of American Painting offered to do the work for much less than the others. It would be completed within one week.

10. New Business

A. New Children's Room

Cheryl Spadaro offered her design expertise to improve the new children's room.

Mr. O'Connor asked if we had an overall budget for all of the reorganization projects. Mr. Hamer explained that the initial plan to move the children's room did not include such items as painting, carpeting and furnishings. It was suggested that we prepare a phased plan for a complete upgrade of the children's room over time. This plan should also address safety issues that were raised by community residents.

Motion: *To allocate \$6,000 for cosmetic upgrades to the new children's room prior to the initial launch*

Moved: Grenier Seconded: O'Connor

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

Against:

Abstain:

B. Gift Policy

Mr. McCarthy distributed a draft of a proposed Gift Policy. He discussed some of the key aspects of the Policy. He noted the importance of donations without restrictions. He suggested that all fundraisers done in the name of the Library be approved first by the Board of Trustees. There was a discussion of signatories on Library-related accounts.

Ms. Inguanti asked if we should place a restriction on the number of Board of Trustee members to be allowed to sit on the Foundation Board. There was no resolution on this issue at this time.

Mr. McCarthy will review potential issues regarding insurance for the Foundation and will advise the Board.

11. Adjournment

Motion: *To adjourn the meeting.*

Moved: Inguanti Seconded: Grenier

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

There being no further business before the Board, the meeting was adjourned at 9:11 p.m.

Respectfully submitted,



Patricia Wester
President