

**Rutherford Public Library Board of Trustees  
Minutes for August 15, 2012 Meeting**

**Open Meeting**

**1. Roll Call**

Trustees Present	Ms. Brenda Fargo Ms. Janice Glock Mr. Gerry Grenier Mr. Mark O'Connor Ms. Monica Rodriguez Ms. Pat Wester
Absent	Ms. Rose Inguanti Mr. Stephen Sacco
Staff Present	Mr. Judah Hamer, Director
Others present	Mr. Jim McCarthy
Call to Order	The meeting was called to order at 7:08 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*  
**Moved:** Fargo                      **Seconded:** Rodriguez  
**For:** Fargo, Glock, Grenier, O'Connor, Rodriguez, Wester  
**Against:**  
**Abstain:**

**B. Approval of the Minutes**

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

**C. Report of the President**

None.

**4. Hearing of Citizens**

None.

## 5. Correspondence

None.

## 6. Director's Report

Mr. Hamer reported that as a result of staff separations he has made some changes to the operation of technical services. More changes will be made as he assesses the connections between technical services and circulation. He will also be reviewing the Building Service Worker position and will consider replacing it with a Library Monitor title.

Most of the children's collection has been moved upstairs. Work will be completed this week to get the computers operational.

Malfunctions in ductwork sensors during HVAC repairs caused two alarms to the Fire Department.

Mr. Hamer reviewed this month's statistics. Circulation was down due to Chestnut Street being closed for repairs. July was the first full month of Passaic's restrictions on borrowing, resulting in fewer circulations.

The time management and print management systems are operating well. The new system offers the capability to count the number of users who log onto the computers and track the average session length, which is 45 minutes.

A new component of the BCCLS library system will provide more automation in the management of the children's area computers later this year.

## 7. Committee Reports

### A. Building and Grounds

None.

### B. Finance

Mr. Grenier reported that a Finance Committee meeting was held last week. There was a discussion of transferring \$6,000 to the Foundation for start up costs. The funds would be used to fund the website, the donation management service, the accounting service, marketing materials, etc.

Mr. O'Connor asked for more information on the members of the Foundation Board. Mr. McCarthy reported the development of a proposed restructuring of the Foundation. The proposal is for different classes of Foundation members. The Foundation would retain its own corporate structure and would have seven voting members (Directors) comprise its Executive Committee, four of them being from the Library Board of Trustees. A draft of the proposed By-Law changes will be circulated both to the Library Trustees and Foundation Directors prior to the September 10, 2012 meeting of the Foundation, when there will be a vote on the proposed changes.

Ms. Fargo noted that the Foundation needs to have some funds to launch. It was agreed to authorize a gift of \$2,000 at this time, and revisit the amount after the new By-Laws for the Foundation are finalized.

**Motion:** *To authorize a gift of \$2,000 to the RPL Foundation to cover critical start up costs*

Moved: Grenier                      Seconded: Rodriguez  
For:     Fargo, Glock, Grenier, O'Connor, Rodriguez, Wester  
Against:  
Abstain:

**Motion:** *To approve payment of bills enclosed in packet with one addition*  
Moved: Grenier                      Seconded: Glock  
For:     Fargo, Glock, Grenier, O'Connor, Rodriguez, Wester  
Against:  
Abstain:

## 8. Other Reports

**A. Mayor**  
None.

**B. Foundation**  
The Foundation will have a booth at the Labor Day Street Fair.

**C. Legal**  
None.

## 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 Wednesday, August 15, 2012 at 8:23 p.m. in the auditorium to discuss negotiations with the union and staff separations.

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

## RETURN TO OPEN SESSION

The return to Open Session was at 8:42 p.m.

## 10. Old Business

None.

## 11. New Business

### A. Capital Improvements

**Motion:** *To transfer \$6,000 from the Merrill Lynch account to pay for capital improvements in connection with the Children's Room move*

Moved: Grenier                      Seconded: Glock

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

Against:

Abstain:

Ms. Wester appointed an ad hoc committee to address short term capital improvements such as carpeting and partitions. The committee will also develop a longer term plan that would tie in Foundation projects. Mr. Grenier requested a bid specification by mid-September for the short term projects. The committee will consist of Mr. O'Connor, Ms. Fargo and Ms. Inguanti (Chair).

### B. Staffing

Mr. Hamer explained that a hiring and promotion freeze had been put in place as required by Civil Service prior to the staff layoffs. That freeze can now be rescinded.

**Motion:** *To rescind the temporary hiring and promotion freeze instituted on December 5, 2011*

Moved: Rodriguez                      Seconded: Grenier

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

Against:

Abstain:

Mr. Hamer must hire a replacement for the Principal Account Clerk position. The title may change to Bookkeeper. This person must have the skills necessary to comply with recommendations resulting from the audit.

**Motion from Finance Committee:** *To authorize the Director in consultation with the Finance and Personnel Committees to research, recruit and hire an employee or employees to provide services including bookkeeping and other duties as required, at a rate or aggregate not to exceed \$15,000.*

Moved: Grenier                      Seconded: Fargo

For: Fargo, Glock, Grenier, Rodriguez, Wester

Against: O'Connor

Abstain:

## 12. Adjournment

**Motion:** *To adjourn the meeting.*

Moved: Fargo                      Seconded: Glock

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

There being no further business before the Board, the meeting was adjourned at 9:05 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Patricia Wester". The signature is written in a cursive, flowing style.

Patricia Wester  
President