

**Rutherford Public Library Board of Trustees  
Minutes for August 17, 2011 Meeting**

**Open Meeting**

**1. Roll Call**

Trustees Present	Ms. Sharon Clancy Ms. Janice Glock Mr. Gerry Grenier Mayor John Hipp Ms. Pat Wester Ms. Ann Wilson
Absent	Ms. Brenda Fargo Ms. Nan Giblin Mr. Stephen Sacco
Staff Present	Mr. Judah Hamer, Director
Call to Order	The meeting was called to order at 7:00 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 with the addition of a Closed Session to update on negotiations*  
**Moved:** Grenier                      **Seconded:** Glock  
**For:** Clancy, Glock, Grenier, Hipp, Wester, Wilson

**B. Approval of the Minutes**

**Motion:** *To approve the Minutes of the July 20 meeting*  
**Moved:** Wilson                      **Seconded:** Clancy  
**For:** Clancy, Glock, Wester, Wilson  
**Abstain:** Grenier, Hipp

**C. Report of the President**

Ms. Wester made note of an article in the Record about Laura Boss, who had provided successful poetry workshops for young adults at the Library.

## **5. Oath of Office – Sharon Clancy**

The Oath of Office as Library Board Trustee was administered to Sharon Clancy by Mayor Hipp prior to the official start of the meeting.

## **6. Correspondence**

None.

## **7. Report of the Director**

Mr. Hamer reported that the planning for the Technical Services reorganization is underway, integrating the Adult and Children's areas. Marianne Sulling will be taking the lead in this department after reorganization. A new workflow has been mapped out and implementation will begin in September.

Mr. Hamer has reassigned the responsibility for materials selections so that librarians take a more significant role in purchasing decisions for adult materials. Previously the Senior Library Assistant did the majority of the adult materials selection.

In September the installation of the new PCs purchased courtesy of the Friends will begin. In conjunction with this, the time management software will be upgraded because the current version does not work with Windows 7. If we can purchase three more PCs, the public access PCs by the reference desk will be the same model.

The Friends did not meet this month but are getting organized for the Labor Day Street Fair.

Mr. Hamer referenced articles in the packet about the Northvale and Emerson libraries. He presented his views on what was missed in the articles. He spoke specifically about the way Rutherford secures its e-books and audio books. Currently, demand for e-books outstrips their availability.

Ms. Clancy asked if we were connected to Felician College in any way. Mr. Hamer explained that we have a Memo of Understanding that their residential students can get a courtesy card.

Mr. Hamer spoke about recent circulation figures. He suggested that part of the reason for a decline in circulation of young adult materials in June and July (compared to last year) may be related to changes in the number of different titles on the summer reading list for high school students.

Mr. Hamer suggested that the Board members look at the new website in progress. He may suggest that staff members do a Wordpress workshop, so that a number of employees can work on keeping the site refreshed. The staff is looking into adding a translation module for Korean and Spanish as well as adding a Site Map. Mr. Grenier suggested the use of Google Analytics to analyze website usage.

Mr. Hamer spoke about the requirement for continuing education for the Trustees and suggested an upcoming budget workshop sponsored by BCCLS.

## **8. Committee Reports**

### **A. Building and Grounds**

A dozen fire extinguishers have been replaced.

**B. Finance**

**Motion:** *To approve payment of bills enclosed in packet with one addition of \$52.80 for Juvenile Programs*

Moved: Glock                                      Seconded: Hipp  
For: Clancy, Glock, Grenier, Hipp, Wester, Wilson

**9. Other Reports**

**A. Mayor**

None.

**B. Foundation Update**

A meeting was held on August 12 and there are two people set to join the Library Foundation Board. Several individuals are on a list for letters of introduction and to receive follow up calls. The objective is to have a meeting with five or six Library Foundation Board members in October.

**10. Unfinished Business**

None.

**11. New Business**

**A. Terminal Payments**

**1) Rutherford Public Library – Resolution – Terminal Payments to Susan Misiewicz August 17, 2011**

WHEREAS, **Susan Misiewicz** has retired from the Rutherford Public Library effective **June 30, 2010** and,

**WHEREAS, Ms. Misiewicz** is entitled through Article 38 of the Rutherford Library Association contract to terminal payment for a portion of unused sick days; and

NOW THEREFORE BE IT RESOLVED, that payment of \$9,630 will be made to **Susan Misiewicz** over five (5) years from 2010 to 2014 - \$1,926 each year.

**Motion:** *To approve this Resolution*

Moved: Hipp                                      Seconded: Grenier  
For: Clancy, Glock, Grenier, Hipp, Wester, Wilson

**2) Rutherford Public Library – Resolution – Terminal Payments to Joan Velez August 17, 2011**

WHEREAS, **Joan Velez** has retired from the Rutherford Public Library effective **June 30, 2010** and,

WHEREAS, **Ms. Velez** is entitled to terminal payment for a portion of unused sick days; and  
NOW THEREFORE BE IT RESOLVED, that payment of \$10,090 will be made to **Joan Velez**  
over five (5) years from 2010 to 2014 - \$2,018 each year.

**Motion:** *To approve this Resolution*

Moved: Grenier                      Seconded: Wilson  
For:      Clancy, Glock, Grenier, Hipp, Wester, Wilson

**B. Rutherford Public Library – Ratification of response to OPRA Request –  
August 17, 2011**

**Motion:** *To ratify the letter and release of records by General Counsel, James McCarthy, dated July 21, 2011, which was done on behalf of the Library in order to respond to the Open Public Records Act (OPRA) request submitted by James Cleary on June 22, 2011, without waiver or prejudice to the RPL's position that it is not subject to the OPRA.*

Moved: Grenier                      Seconded: Wilson  
For:      Clancy, Glock, Grenier, Hipp, Wester, Wilson

**C. Rutherford Public Library – Resolution to convert Closed Meeting Minutes –  
August 17, 2011**

WHEREAS, a review of the minutes of the Rutherford Public Library Board Closed Session meetings indicates that Minutes of the following Closed Meetings may now be disclosed to the public:

January 14, 2004	January 11, 2005	May 12, 2009
February 10, 2004	February 8, 2005	June 9, 2009
March 9, 2004	June 14, 2005	August 11, 2009
April 13, 2004	July 12, 2005	September 8, 2009
May 11, 2004	October 11, 2005	August 2, 2010
July 13, 2004	January 10, 2006	September 15, 2010
August 10, 2004	April 11, 2006	September 29, 2010
September 14, 2004	May 9, 2006	January 19, 2011
October 12, 2004	March 13, 2007	January 24, 2011
November 9, 2004	June 12, 2007	April 20, 2011
December 14, 2004		

NOW THEREFORE BE IT RESOLVED, that the Minutes from these Closed meetings will be opened and interfiled with the Open Meeting Minutes.

**Motion:** *To approve this Resolution*

Moved: Wilson                      Seconded: Clancy  
For:      Clancy, Glock, Grenier, Hipp, Wester, Wilson

## 12. 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 17, 2011 at 7:39 p.m. for a negotiations update.

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: Clancy

For: Clancy, Glock, Grenier, Wester, Wilson

## RETURN TO OPEN SESSION

The return to Open Session was at 7:55 p.m.

## 13. Adjournment

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

Moved: Clancy                      Seconded: Wilson

For: Clancy, Glock, Grenier, Wester, Wilson

There being no further business before the Board, the meeting was adjourned at 7:56 p.m.

Respectfully submitted,



Patricia Wester  
President