

**Rutherford Public Library Board of Trustees
Minutes for August 25, 2010 Meeting**

Open Meeting

1. Roll Call

Trustees Present	Ms. Brenda Fargo Ms. Nan Giblin Ms. Janice Glock Mr. Gerry Grenier Mayor John Hipp Ms. Pat Wester Ms. Ann Wilson
Trustees Absent	Mr. Stephen Sacco
Staff Present	Director, Ms. Jane Fisher
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. Glock read the provisions of the Open Public Meetings Act.

3. Hearing of Citizens

No citizens were present.

4. Correspondence

Ms. Wester read a letter from Tom Bryant tendering his resignation from the Board and commented that his participation as a Library Trustee was appreciated.

Ms. Wester noted a donation from the Lions Club of \$250.

5. President's Report

A. Agenda

Motion: *To approve the agenda*
Moved: Glock Seconded: Wilson
For: Fargo, Giblin, Glock, Grenier, Hipp, Wester, Wilson

B. Approval of the Minutes

Motion: *To approve the minutes of the July 21 open meeting*
Moved: Fargo Seconded: Glock
For: Fargo, Glock, Hipp, Wester
Abstain: Giblin, Grenier, Wilson

Motion: *To approve the minutes of the July 21 closed meeting*

Moved: Glock Seconded: Fargo

For: Fargo, Glock, Hipp, Wester

Abstain: Giblin, Grenier, Wilson

Motion: *To approve the minutes of the August 2 open meeting*

Moved: Grenier Seconded: Glock

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

Motion: *To approve the minutes of the August 2 closed meeting as amended to reflect that Mayor Hipp recused himself from the closed meeting*

Moved: Grenier Seconded: Wilson

For: Fargo, Giblin, Glock, Grenier, Wester, Wilson

C. President's Report

No report.

6. Report of the Director

Ms. Fisher noted that the Library has a different feel without an Assistant Director or Young Adult Director. Sue Misiewicz will be back part time in September, but will focus primarily on bookkeeping work. Vacation coverage has been particularly challenging.

Ms. Fisher and Ms. Wilson brought the group's attention to a Special Issue Newsletter titled, "Save Our Library." Patrons and Trustees have complimented the effort.

Ms. Fisher raised the issue of how to say thank you to residents who came out to support the Library at the Borough Council meetings. Mayor Hipp commented on the great job the Library did in getting residents to the meetings to advocate for the Library.

There is a message posted on the outside sign board noting that the Library is now closed on Fridays, as designated by the Library furlough plan.

7. Committee Reports

A. Donor Relations

Ms. Giblin reported that the Donor Relations Committee is working on the logistics of conducting a Capital Campaign. The Committee is also exploring the establishment of a Foundation. The Committee will meet with consultant, Catherine Donnelly, on September 13th.

There are many forms to be completed and decisions to be made in that process (e.g., the dates of the Fiscal Year, the Bylaws, and the members of the Board). The Committee would try to do as much of the work as possible to save money. The tentative date for the completion of the Foundation application is the end of this year. Mr.

Grenier suggested the Committee speak with Andy Cevasco about the process utilized in setting up the Rutherford Education Foundation.

Ms. Giblin brought up the issue of establishing guidelines to acknowledge donors. The Committee would like to showcase the donations that are received and point out the improvements to the Library as a result.

Ms. Giblin spoke about setting up an event to recognize our volunteers. A new look was given to the 2009 event, and as it was very successful, it was suggested to do something similar for 2010. The event will be held on November 6th at 2 p.m.

Ms. Glock noted that we lost some of our gardening and watering volunteers this summer due to the excessive heat. The Rutherford Garden Club has offered to assist in getting things back in shape.

B. Finance.

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

Moved: Glock Seconded: Wilson

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

Mr. Grenier handed out a Proposed Operating Budget reflecting a budget reduction of \$200k. The Board will vote on this at the next meeting.

8. Other Reports

A. Mayor

The Municipal Budget has not yet been adopted by the Borough Council. There is a revenue line item on the budget for more than \$300,000 due from the Encap tax lien. However, there is no documentation proving that we will receive this revenue. The Division of Local Government Services will not approve the budget until that documentation is provided. If we cannot provide that documentation, the Borough tax increase will likely rise from 8.3% to 10%.

Library Board Trustees reviewed a copy of a Resolution which was passed at the first Borough Council meeting in August. The Resolution establishes that the Library will be billed for \$230,000 worth of services. In turn, the Borough would cover \$200,000 of costs. (In the past, these services were paid by the Borough and not allocated to the Library.) According to the Borough's Chief Financial Officer, the Division of Local Government Services requires that the Library and Council enter into a formal agreement to that effect. However, the current agreement does not specify that the Borough will cover the \$200,000. Mr. Grenier pointed out that some of the language needs to be changed before the agreement is signed.

B. Friends of the Library

The Friends would like to host an event to thank everyone who has supported the Library during the budget crisis. A cupcake event called "Thank You, Champions" is being proposed for September 25th. This is the same date as the fall Library Book Sale and the Town-Wide Garage Sale. The "Thank you" event will run for approximately 1 ½ hours. Live music is being considered as well. Ms. Wester will send a letter to the editors of the local newspapers expressing thanks to everyone who participated in the advocacy effort.

9. Unfinished Business

There was a discussion regarding the proposed new hours of operation in anticipation of the restoration of \$200,000 to the Library budget. We had hoped to begin the new schedule on September 16th. However, since the municipal budget has not yet been passed, it was agreed to wait until October 1st to make any changes.

10. New Business

Ms. Wester suggested that any Trustee who is able should attend the NJ State Library Trustee Institute Conference on September 25 as it offers outstanding programs. She also suggested sponsoring a member of the Friends of the Library and possibly a potential member of the new Library Foundation Board. Ms. Wester will give the conference information to new Library Trustee, Mr. Sacco.

11. Adjournment

Motion: *To adjourn the meeting.*

Moved: Giblin Seconded: Wilson

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

There being no further business before the Board, the meeting was adjourned at 7:58 p.m.

Respectfully submitted,



Patricia Wester
President