

**Rutherford Public Library Board of Trustees
Minutes for September 15, 2010 Meeting**

Open Meeting

1. Roll Call

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| Trustees Present | Ms. Brenda Fargo Ms. Nan Giblin Ms. Janice Glock Mr. Gerry Grenier Mayor John Hipp * Mr. Stephen Sacco Ms. Pat Wester Ms. Ann Wilson |
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* Mayor Hipp arrived at 7:10 p.m.

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| Staff Present | Director, Ms. Jane Fisher |
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| Call to Order | The meeting was called to order at 7:00 p.m. by Pat Wester |
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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

None.

5. President's Report

A. Agenda

Motion: *To modify the Agenda to add Donor Relations to the Committee Reports*
Moved: Fargo Seconded: Glock
For: Fargo, Giblin, Glock, Grenier, Hipp, Sacco, Wester, Wilson

B. Approval of the Minutes

Motion: *To approve the Minutes of the August 25 Open Meeting with the following corrections: a) correct the spelling of Cebasco; b) change the wording under the Donor Relations report from "logistics" to "feasibility"*

Moved: Grenier Seconded: Wilson
For: Fargo, Giblin, Glock, Grenier, Hipp, Wester, Wilson
Abstain: Sacco

C. Report of the President

Ms. Wester and Vanessa Warner (a member of the Friends of the Library) will attend the September 25th NJ State Library Trustee Institute Conference.

The Donor Relations meeting on Monday, September 13, was positive and productive.

6. Report of the Director

Ms. Fisher reported that the South Bergenite questioned why the book drop is locked when the Library is closed on Fridays. She responded that it would fill quickly on weekdays if not emptied every few hours. The circulation system was changed so that no books are due on Fridays.

We are making changes in the way the Young Adult Room is organized so that it feels more spacious. We are also fine tuning the collection.

The Friends of the Library is presenting an author program on October 13th with Alix Strauss, a trend journalist.

The Red Wheelbarrow Poets published their anthology on September 1st. George DeGregorio, to whom the book is dedicated, passed away about one hour before the event. A moving letter was received from George's son which Ms. Wester read to the group.

7. Committee Reports

A. Building and Grounds

We have a refrigerant leak in the HVAC system. We believe it is covered by the warranty, but it is unclear whether the contractor (Envirocon) or the manufacturer (Trane) is responsible. The repair is estimated to be in the \$2000 range. Boswell Engineering is looking at the warranty documents.

In early September, seven members of the Rutherford Garden Club and three Rutherford High School students volunteered their time to improve the overall appearance of the Library grounds. They will be back in the fall for general clean up. Cub Scout Pack #163 is scheduled to plant daffodils in front of the Library in October.

B. Finance.

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

Moved: Grenier Seconded: Glock

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

C. Donor relations

Ms. Giblin reported on the progress towards establishing a Foundation. It will be a 501(c)(3) entity with its own Board, Bylaws and Fiscal Year. On September 13, Ms. Fisher, Ms. Wester, Ms. Giblin, and Ms. Fargo met with consultant Catherine Donnelly. She is very experienced in Best Practices and how a Foundation can complement and work jointly with the Library, the Board of Trustees and the Friends of the Library. She advised that members of each group be represented on the Foundation's Board, which should number approximately 6 to 21 members.

She noted that the first focus of the Foundation might be in support of programming and materials, rather than on a Capital Campaign for renovations.

One of the benefits of establishing a Foundation is the ability to receive matching gifts.

Catherine submitted a tentative proposal of \$6,000 - \$7,000 to prepare the necessary paperwork. Ms. Giblin suggested the Board approve a maximum of \$6,500 for services in support of establishing a Foundation.

Motion: *To approve the expenditure of a maximum of \$6500 from the Library Collections Fund for the work involved in establishing a Library Foundation.*

Moved: Giblin Seconded: Wilson

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

8. Other Reports

A. Mayor

Mayor Hipp is calling a special meeting of the Borough Council on September 22nd to vote on the Municipal Budget. He is expecting a letter from AIG confirming that the Borough will receive \$700,000 by December 31st, which will satisfy the Division of Local Government Services requirement to prove receipt of revenue. The Budget will have a \$230,000 cut to the Library, as opposed to a \$430,000 cut. The Mayor requested that the Board sign the Resolution that was included in last month's packet and discussed at the August 25th meeting. The Board members discussed the concern that was raised at the August 25th meeting that the language of the document may not sufficiently protect the Library in the event the Borough doesn't cover certain expenses as anticipated.

The Mayor explained the accounting formality requested by Trenton that the Resolution authorizes. The Library will now be responsible for \$230,000 worth of expenses, including medical insurance, that were previously paid on behalf of the Library.

B. Friends of the Library

The Friends had a booth at the Labor Day Street Fair. Funds raised were slightly less than last year.

The Friends of the Library has extended an invitation to the Trustees to assist in the Meet and Greet at the Cupcakes for Champions event on September 25th at 2:30 p.m.

9. Unfinished Business

Motion: *to approve the agreement with the Borough of Rutherford for reimbursement of certain Library- related expenses*

Moved: Hipp Seconded: Glock

Discussion: Gerry questioned how the \$230,000 figure was formulated. Mayor Hipp stated that Mr. Cortright prepared the figures.

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

10. 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, September 15, 2010 at 8:04 p.m. in the auditorium to discuss personnel issues.

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: Giblin

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

RETURN TO OPEN SESSION

The return to Open Session was at 8:20 p.m.

11. New Business

None.

12. Adjournment

Motion: *To adjourn the meeting.*

Moved: Glock Seconded: Sacco.

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

There being no further business before the Board, the meeting was adjourned at 8:22 p.m.

Respectfully submitted,



Patricia Wester
President