

**Rutherford Public Library Board of Trustees
Minutes for September 19, 2012 Meeting**

Open Meeting

1. Roll Call

Trustees Present	Ms. Brenda Fargo Ms. Janice Glock Ms. Rose Inguanti Mr. Mark O'Connor Ms. Monica Rodriguez Ms. Pat Wester
Absent	Mr. Gerry Grenier
Staff Present	Mr. Judah Hamer, Director
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*

Moved: Fargo Seconded: Rodriguez

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

Against:

Abstain:

B. Approval of the Minutes

Motion: *To approve the minutes of the August 15 open meeting*

Moved: O'Connor Seconded: Fargo

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

Against:

Abstain: Inguanti

Motion: *To approve the minutes of the August 15 closed meeting*

Moved: Fargo Seconded: Glock

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

Against:

Abstain: Inguanti

C. Report of the President

None

4. Hearing of Citizens

None.

5. Correspondence

Stephen Sacco has resigned from the Board of Trustees.

6. Director's Report

Mr. Hamer reported that the reorganization of the public space is nearly complete. Next he will be addressing the office space.

BCCLS is changing their computer system on December 12. Four of our staff will be trained at BCCLS and they will then train our staff. The Library currently has 8 log-ins for the BCCLS computers at a cost of \$3,000 each. With the new system there is some loss of flexibility with the deployment of these logins throughout the building.

The circulation desk is adjusting to managing the new volume of material.

Mr. Hamer is looking to hire temporary library assistants to substitute at the circulation desk. He will create a list of substitutes for the Board's review. He will also be looking for new Library pages.

The Finance Committee met and discussed the hiring of a new Account Clerk. As a result of the recent audit, it has become clear that the books will have to be "rebuilt" when the new person is hired.

Christy Hartigan has made great progress on the website.

Mr. Hamer has begun discussions with the staff about procedural changes to our Internet Policy.

There was a discussion about the location of the Bible Chapel's puppet show on the Library steps at the Labor Day Street Fair.

Mr. Hamer attended the recent Friends of the Library meeting. Their Book Sale will be held on December 8. The Garden State Ballet will once again stage the Nutcracker on December 22.

Jim Hands has agreed to fund the Friends to print the map mugs in color.

At the Friends meeting Mr. Hamer fielded questions about the reorganization's space changes. He suggested that the Friends attend a Board meeting to discuss any issues.

Mr. Hamer, Ms. Wester and Mr. McCarthy will attend a Friends meeting to present the new Donor Policy with them.

It was agreed that when Mr. Hamer presents the "wish list" to the Friends, it will be more conceptual in nature than it has been in the past.

7. Committee Reports

A. Finance

Ms. Rodriguez reported in Mr. Grenier's absence. The audit was completed with some difficulty since the procedures used to keep our books did not follow standard accounting practices. As a result, the auditors spent much more time on it than was originally anticipated. The additional billable hours amounted to \$8,000. However, the

auditors have agreed to bill us just \$1,500 for the extra time. When the new account clerk/bookkeeper is hired, the auditors will help that person rebuild our books to be compliant with standard practices.

Motion: *To pay the auditors \$1,500 to settle the overage in billable hours*
Moved: Rodriguez **Seconded:** Inguanti
For: Fargo, Glock, Inguanti, O'Connor, Rodriguez, Wester
Against:
Abstain:

Mr. Hamer noted that there is no balance sheet run for the monthly Board packet. This will be added when the books are rebuilt. Also, he noted the committee recommendation to switch to an online financial management software package at a cost of \$28.95 per month.

There was a discussion of what the Borough funding might be for 2013.

There was a discussion of creating policies to govern the transfer of funds from one budget category to another. Mr. Hamer requested the authorization to transfer \$10,000 from the Salary and Wages line to the Materials line. He noted the subcategories that would receive these funds.

Motion: *To transfer \$10,000 from Salary and Wages to Materials*
Moved: Inguanti **Seconded:** Glock
For: Fargo, Glock, Inguanti, O'Connor, Rodriguez, Wester
Against:
Abstain:

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

8. Other Reports

A. Mayor

Mr. O'Connor reported that the Mayor is considering appointees to the Board.

B. Foundation

Ms. Wester reported that the Foundation booth at the Labor Day Street Fair worked out very well. The raffle drawing for the Kindle Fire is on September 28.

At the recent Foundation board meeting, the revised by-laws were passed after much discussion.

Ms. Wester reported that Monica Rodriguez will join the Foundation board.

9. Old Business

Discussion of the Donor Policy will be tabled until the next meeting.

Discussion of the allocation of seed money for the Rutherford Public Library Foundation will be tabled until the next meeting.

10. New Business

Motion: *To allow the Director to recruit candidates for a substitute personnel list*

Moved: Fargo Seconded: Inguanti

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

Against:

Abstain:

11. Adjournment

Motion: *To adjourn the meeting.*

Moved: Inguanti Seconded: Fargo

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

There being no further business before the Board, the meeting was adjourned at 8:35 p.m.

Respectfully submitted,



Patricia Wester
President