

**Rutherford Public Library Board of Trustees
Minutes for September 21, 2011 Meeting**

Open Meeting

1. Roll Call

Trustees Present	Ms. Sharon Clancy Ms. Brenda Fargo Ms. Nan Giblin Ms. Janice Glock Mr. Gerry Grenier Mayor John Hipp Ms. Pat Wester Ms. Ann Wilson
Absent	Mr. Stephen Sacco
Staff Present	Mr. Judah Hamer, Director
Others present	Mr. Jim McCarthy
Call to Order	The meeting was called to order at 7:00 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 an amendment to add a vote on having the attorney attend Board meetings.*

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

B. Approval of the Minutes

Motion: *To approve the Minutes of the August 17 Open Meeting*

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

Motion: *To approve the Minutes of the August 17 Closed Meeting*

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

C. Report of the President

Ms. Wester reported on her attendance at two recent Library events, the reception for the 9/11 photographs by photo-journalist, Veronica Yankowsky, and the Eli Amdur career workshop.

Ms. Wester presented the Executive Committee recommendation to have general counsel present at Board meetings, reporting that this would be at a flat rate of \$225 per meeting.

Motion: *On behalf of the Executive Committee, it is recommended that counsel attend every Board meeting.*

Discussion: Mayor Hipp requested that the motion be amended to state that counsel will attend Board meetings only as required. The discussion centered on whether attendance on an "as required" basis would be sufficient. Mr. Grenier suggested that an item that was not on the original Agenda might be raised and might require counsel's advice.

Motion: *To have counsel attend Board meetings only as required.*

Moved: Hipp Seconded: Wilson

For: Clancy, Giblin, Hipp, Wilson

Against: Glock, Grenier, Wester

Abstain: Fargo

~~**Motion:** *To have counsel attend every Board meeting until the end of the year.*~~

~~Moved: Grenier Seconded: Glock~~

~~For: Clancy, Giblin, Glock, Grenier, Wester~~

~~Against: Hipp, Wilson~~

~~Abstain: Fargo~~

5. Friends of the Library

The Friends made \$2971 at the Book Sale. Mr. Hamer estimates that the sales during the subsequent week will total approximately \$600. The sale helped clean out much of the excess inventory that was stored in the basement. Mr. Hamer met with Janine Malach to discuss a reorganization of how future sales will be staffed, so that the sale does not rely primarily on Library staff labor. We will not be accepting book donations for the balance of the year.

At their last meeting, the Friends approved the purchase of *Shmoop!*, an online homework support and test preparation resource designed for young adults. This resource may be accessed remotely, so students will, with their library cards, be able to use *Shmoop!* from home.

6. Correspondence

None

7. Report of the Director

Jen Tarantino has taken a job at Pierrepont School resulting in working fewer hours at the Library. Juna Skenderi has informally notified the Library that she will leave in mid-October. With Mary Gardner's recent departure, staffing at the circulation desks is tight. Mr. Hamer will hold off on new hires until the next year's budget has been worked out.

Interviews for the Library Intern position are underway, with 3 candidates from a pool of 18 being interviewed. In the meanwhile, Christy Hartigan will remain on staff in this position until the end of the year, although she is working fewer hours because she now has a full-time position in a school library.

Tech Services is now working under the new workflow model. The objective is to create a common standard for how new materials come through the pipeline. Mr. Hamer will proceed with outsourcing the pre-processing of juvenile print materials (e.g., stamping, covering and labeling books), and this will speed the process of getting new materials onto shelves. To move ahead with out-sourcing, Mr. Hamer and Ms. Sulling will prepare a specification sheet for the vendor.

The goal for installing the new computers is to do this in October. The order for the new equipment is in the works and Mr. Hamer will determine how best to re-deploy the older computers elsewhere in the building. As part of the installation, the time management system will be upgraded, and with this upgrade, the Macs will be part of that system. This will help Library staff manage public access and sharing of the computer workstations.

The new Library website is near completion and at a point at which it can go live; once live, it will continue to be developed.

Kudos to Rhoda Portugal for the 9/11 program exhibit and reception and Marianne Sulling for taking the lead with the ESL conversation group.

Staff continue work on re-organizing the DVD collection. During Juna Skenderi's final weeks on staff, her time will be focused on this project. DVDs will be relabeled and sorted according to genre and then filed alphabetically by title within each genre.

8. Committee Reports

A. Building and Grounds

The staff bathroom toilet (on the main floor) is out of order; repairing it will involve shutting off the water and a call is out to the plumber.

Monsen did a routine HVAC inspection and discovered several breakers that need to be replaced. Arrangements are being made to have this repair done.

Ms. Glock reported that members of the Rutherford Garden Club did a grounds clean up and planted chrysanthemums in the evergreen tree area.

Ms. Glock reported that the Woman's Club of Rutherford created an informational display in the Library Window for September.

B. Finance

Mr. Grenier reported that the audit is complete.

Mr. Hamer has spoken with Corey Gallo about arranging a meeting in October to discuss the preliminary 2012 Budget.

We received an unexpected \$6,132 refund from Kruger for the mezzanine furniture.

During the audit of the Library's 2010 finances the auditor, Garbarini & Co., inserted a note in the audit that indicates the permissibility of the transfer could not be determined. (Although the transfer was actually executed in May 2011, the event is considered a "subsequent" event to the 2010 finances and is listed as such in the audit note.)

Therefore, be it resolved that the Rutherford Public Library Board of Trustees hereby formally requests that the Foundation return the Collections Fund back to the control of the Trustees.

Motion: *To approve this Resolution*

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

Mayor Hipp requested that a motion be made to move back into closed session at 9:15 p.m.

Motion: *To go back into Closed Session*

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

RETURN TO OPEN SESSION

The return to Open Session was at 9:30 p.m.

13. Adjournment

Motion: *To adjourn the meeting.*

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

There being no further business before the Board, the meeting was adjourned at 9:31 p.m.

Respectfully submitted,



Patricia Wester
President