

**TENAFLY PUBLIC LIBRARY**  
**MINUTES OF THE BOARD MEETING**  
**June 13, 2011**

The Board of Trustees of the Tenaflly Public Library met on June 13, 2011 at 7:30 p.m. at the Library for its regular Board meeting.

Board Members Present: President Kathleen Cook, Vice President Patrick Rouse, Secretary/Treasurer Dr. Martin Gilbert, Mrs. Mabel Allen, Dr. Kenneth Altman, Mr. David DiGregorio, Dr. Arthur Peck and Mrs. Ellen Rochford.

Absent: Mrs. Soon Juhng.

Staff Present: Library Director Gina Webb-Metz and Administrative Assistant Ann Marie Connolly.

Guest: Mayor Peter Rustin

Mrs. Cook called the meeting to order at 7:30 p.m. Ms. Webb-Metz reported that notices of the meeting had been posted and sent to the media.

Board members approved the minutes of the regular Board meeting of May 09, 2011. Moved by Dr. Altman. Seconded by Mrs. Cook. Board members approved the minutes of the executive Board meeting of May 09, 2011. Moved by Dr. Altman. Seconded by Dr. Gilbert.

Mayor Peter Rustin addressed the Board and thanked the members for their valuable service to the Tenaflly community. He discussed with the Board the Library's recent policy not to allow pay cards as of June 30, 2011. Noting the long and mutually beneficial history of shared services with the Town of Alpine that include recreational facilities and use of the Tenaflly Library with the purchase of a pay card, Mayor Rustin asked that the Board reconsider and allow Alpine residents to pay their fair share to use Tenaflly's library services with the current restrictions imposed by BCCLS. Alpine residents enrolled in Tenaflly High School receive a free one-year courtesy card for Tenaflly use only. This courtesy card is renewable each fall with confirmation of enrollment. Courtesy cards for Tenaflly use only are issued to people who work in Tenaflly but do not live in a BCCLS or "Open Borrowing" program participating town. The Board thanked Mayor Rustin for his input and he left the meeting at 7:50 p.m. The Board discussed the current pay card policy with respect to Alpine and the following motion was adopted: The Board agrees to allow Alpine residents only to purchase a pay card at the cost of \$125.00 per year per individual. No family card will be available. Moved by Dr. Peck. Seconded by Dr. Altman and unanimously accepted.

**Correspondence**

None

**Treasurer's Report**

Dr. Gilbert referenced the Library's cumulative financial statements through May 2011, which were distributed to Board members. He noted that he had examined and approved the statements and reported that they were current and accurate. The Board discussed the appointment of an auditing firm. A motion was made to retain the Library's current firm, Ferraioli, Wielkotz, Cerullo & Cuva. Moved by Mr. Rouse. Seconded by Dr. Peck and unanimously accepted.

**Director's Report**

Gina Webb-Metz thanked the Board members who attended the recent BCCLS Trustee orientation program on June 8, 2011.

She asked Board members to mark their calendars for two valuable and informative programs coming up in September and October.

The BCCLS CALM (Committee on Administration and Library Management) and the BCCLS Trustee Education Committee will co-sponsor a program on the PRINCIPLES AND BEST PRACTICES OF BUDGETING FOR LIBRARIES to take place on Tuesday, September 27, 2011 beginning at 10:00 a.m. at a yet to be determined location.

The second program is TRUSTEE OPEN HOUSES: BEYOND LIBRARY LAW with attorney Michael Cerone can be attended either on Tuesday, October 11 @6:30p.m. at the Closter Public Library or on Thursday, October 13, 2011 @1:00p.m. at the Secaucus Library.

**President's Report**

Mrs. Cook thanked the Board members who attended the Trustee Orientation meeting and stated that it was a very productive experience.

## **Old Business**

None

## **New Business**

The lease for the copier in the public area of the Library will expire on November 1, 2011. Ms. Webb-Metz has been assessing the proposed contracts of four companies who have submitted lease proposals and Dr. Gilbert, Secretary/Treasurer, was informed of each proposal. A decision will be made shortly.

The Board discussed and approved the 2012 Library Board of Trustees meeting dates as follows: Monday, January 9; Monday, February 13; Monday, March 12; Monday, April 9; Monday, May 14; Monday, June 11; Monday, September 10; Monday, October 15; Monday, November 19; and Monday, December 10.

The 2012 Holiday schedule was approved in accordance with the current New Jersey Employees Labor Union OPEIU Local 32. Moved by Dr. Altman. Seconded by Mrs. Cook and unanimously accepted.

## **Citizens' Portion of the Meeting**

None

## **Strategic Planning**

Dr. Gilbert and Ms. Webb-Metz attended the Strategic Planning Workshops sponsored by the New Jersey State Library and LibraryLinkNJ and conducted by the Ivy Group consultants.

The three year plan for strategic planning will begin with a telephone survey by the Ivy Group in the Fall of 2011. Library personnel and Board members will be involved in the planning. A Committee will meet once or twice over the summer. Ms. Webb-Metz, Dr. Gilbert, Mrs. Cook and Mr. Rouse agreed to participate.

Ms. Webb-Metz discussed potential goals for 2012 – 2014 and asked Board members for their input. The Library's five priority goals discussed are: to improve customer service, to enhance diversity in the collection, to become a resource for library users seeking guidance in emerging technologies, to improve facilities and resources to better serve our patrons, and to create young readers.

## **Council Liaison's Report**

None

## **Citizens' Portion of the Meeting**

None

## **Any Other Business**

None

## **Closed Session**

The meeting adjourned at 8:55 p.m. to go into closed session to discuss contract negotiations and a personnel issue. Moved by Mr. Rouse. Seconded by Mrs. Cook.

The closed session was adjourned at 9:10 p.m. Moved by Dr. Altman. Seconded by Dr. Peck.

The Board returned from closed session and adjourned the meeting at 9:11 p.m.

Moved by Mr. Rouse. Seconded by Mrs. Allen.

The next regular meeting of the Library Board of Trustees will be Monday, September 12, 2011.

Respectfully submitted,

Dr. Martin Gilbert  
Secretary/ Treasurer  
Tenafly Library Board

Approved: September 12, 2011