

TENAFLY PUBLIC LIBRARY
MINUTES OF THE BOARD MEETING
September 12, 2011

The Board of Trustees of the Tenafly Public Library met on September 12, 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, Dr. Kenneth Altman, Mrs. Soon Juhng, and Dr. Arthur Peck.

Absent: Mrs. Mabel Allen, Mr. David DiGregorio and Mrs. Ellen Rochford.

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

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 June 13, 2011. Moved by Dr. Altman. Seconded by Dr. Gilbert.

Correspondence

None

Treasurer's Report

Dr. Gilbert referenced the Library's cumulative financial statements through August 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.

Dr. Gilbert noted total fines collected January 1, 2011 through August 31, 2011 are \$2,400. less than January 1, 2010 through August 31, 2010. Ms. Webb-Metz explained some of the factors contributing to this. A more patron-friendly DVD policy was established extending the lending time to a two-week period for all DVDs. Books/audio-visual materials placed in the book drop after the Library closes are discharged using the date of the last Library opening so that additional fines do not accrue. In addition, staff is encouraging the use of online renewals so that fewer items will become overdue.

Director's Report

The Director presented the Library's 2010 favorable audit from Ferraioli, Wielkotz, Cerullo & Cuva, P.A., Certified Public Accountants. The Board discussed the auditor's comment on the Library's use of a cash rather than accrual accounting system. The Board decided to continue with the current practice at this time. After discussion the Board approved the following resolution:

BE IT HEREBY RESOLVED THAT: The Board of Trustees of the Free Public Library of the Borough of Tenafly approves of the Financial Statements for the years ended December 31, 2010 and 2009 by Ferraioli, Wielkotz, Cerullo & Cuva, Certified Public Accountants as presented by the Library Director.

Moved by: Dr. Gilbert

Seconded by: Dr. Peck

Voting as follows:

Dr. K. Altman - Aye

Mrs. Soon Juhng – Aye

Mrs. K. Cook – Aye

Dr. A. Peck – Aye

Dr. Martin Gilbert – Aye

Mr. Patrick Rouse – Aye

Ms. Webb-Metz reported that she will be meeting shortly with Dr. Gilbert, Mrs. Cook and Mr. Rouse of the Strategic Planning Committee to help formulate clear decisions, plans and potential goals for 2012 – 2014. Library personnel will also participate to help the Library reach its five proposed goals: improve customer service, enhance diversity in the collection, become a resource for library users seeking guidance in emerging technologies, improve facilities and resources to better serve our patrons, and create young readers.

Library Assistant Katherine VanderWende has resigned her position as of September 16 to pursue fulltime her Masters of Library and Information Science degree. Lynn Reiff has been promoted from Library Page to Library Assistant.

After discussion a motion was approved to have the Children's Room staffed on Sunday. Katherine VanderWende has applied for and will be offered this part time seasonal position.

The new Teen Summer Reading Program was a success. Ms. Webb-Metz will work with Daniel Lane, Head of Public Services, and Children's Librarian Latricia Markle to build young adult programs throughout the year.

In conjunction with a Borough project, Ms. Webb-Metz and Administrative Assistant Ann Marie Connolly worked with personnel from the Concord Group to sort through and categorize library files for retention or destruction. Thirty-five file boxes were categorized/coded and with auditor approval shredded.

Daniel Lane and Ms. Webb-Metz have sorted through and weeded file cabinets containing information on Tenafly and other NJ towns. Tenafly materials are being filed in the Virginia T. Mosley Local History Bookcase. Other materials are being offered to the applicable towns or agencies that would have an interest in them.

The Board approved a draft of the revised policy for obtaining a new or replacement library card. Ms. Webb-Metz reported that she is drafting a new Library Personnel Manual and a new Collection Development Policy.

The Board discussed attendance at the upcoming BCCLS Trustee Education Committee Trustee Open Houses in October and the BCCLS 11th Annual Friends Breakfast in October.

Northvale Library BCCLS Membership

The Board discussed the termination and removal of Northvale Library Association from membership within BCCLS and passed the following resolution:

WHEREAS, Northvale Library Association is an association library having membership in the Bergen County Cooperative Library System ("BCCLS"); and

WHEREAS, pursuant to the bylaws of BCCLS (the "Bylaws"), Article 1, Section 3(a)(ii), in order to qualify for membership in BCCLS, each member library "shall receive from the municipality in which it is located at least the minimum municipal appropriation prescribed by N.J.S.A. 40:54-8 or N.J.S.A. 40:54-8.1"; and

WHEREAS, the annual budget for the Borough of Northvale did not provide for any funding for Northvale Library Association; and

WHEREAS, on April 27, 2011, a public referendum on the question of whether to provide funding for Northvale Library Association was defeated in a public election; and

WHEREAS, the Board of Trustees of Northvale Library Association has announced that they have voted to close the library and liquidate said association; and

WHEREAS, as a result, Northvale Library Association has failed to meet the qualifications for membership in BCCLS as set forth in Article 1, Section 3(a)(ii) of the Bylaws; and

WHEREAS, as of May 19, 2011, the BCCLS System Council (as defined in the Bylaws of BCCLS) voted to suspend Northvale Library Association's membership rights within BCCLS pending permanent termination and removal of Northvale Library Association from BCCLS, pursuant to the procedure set forth in the Bylaws; and

WHEREAS, on June 22, 2011, the Executive Board (as defined in the Bylaws) held a hearing pursuant to the Bylaws regarding Northvale Library Association's non-compliance with the Bylaws;

WHEREAS, Northvale Library Association was provided with an additional thirty (30) days to present a plan to conform to the Bylaws, but has not presented a plan and remains non-compliant with the Bylaws; and

WHEREAS, as of June 28, 2011, the BCCLS System Council, having followed the procedures required by Article 1, Section 5 of the Bylaws, has by three-fourths majority of all members of the System Council voted for the termination and removal of Northvale Library Association from within BCCLS; and

WHEREAS, the matter of termination and removal of Northvale Library Association has been submitted to the Board of Trustees of all member libraries; and

WHEREAS, Northvale Library Association closed permanently as of June 30, 2011,

NOW THEREFORE, BE IT RESOLVED, that the Board of Trustees of the **TENAFLY PUBLIC LIBRARY** does hereby approve of the termination and removal of Northvale Library Association from membership within the BCCLS; and

BE IT FURTHER RESOLVED that such termination and removal shall become effective immediately upon receipt by the System Council of resolutions from three-fourths of the member Boards of Trustees approving such termination and removal; and

BE IT FURTHER RESOLVED that the Director of the **TENAFLY PUBLIC LIBRARY** is hereby authorized and directed to send a copy of this Resolution to the System Council.

Moved by: Mrs. Cook
 Seconded by: Dr. Altman
 Date: September 12, 2011
 Roll Call Vote:

	Aye	Nay	Absent	Abstain
Mabel Allen			x	
Kenneth Altman	x			
Kathleen Cook	x			
David DiGregorio			x	
Martin Gilbert	x			
Soon Juhng	x			
Arthur Peck	x			
Ellen Rochford			x	
Patrick Rouse	x			

I hereby certify on this 12th day of September 2011 that the foregoing is a true copy of a Resolution adopted by the Board of Trustees of the **TENAFLY PUBLIC LIBRARY** at a meeting held on September 12, 2011.

 Martin Gilbert
 Secretary/Treasurer
 Tenafly Library Board

President's Report

None

Old Business

None

New Business

Ms. Webb-Metz reported that the Library now has one year memberships to four museums: the Children's Museum of Manhattan, the Solomon R. Guggenheim Museum, the Intrepid Sea, Air & Space Museum and the American Museum of Natural History. The Board was enthusiastic about participating in this program and will help Ms. Webb-Metz inform and encourage patrons to utilize this new public service.

Citizens' Portion of the Meeting

None

Council Liaison's Report

None

Any Other Business

None

The meeting was adjourned at 8:30p.m. Moved by Mrs. Cook. Seconded by Dr. Altman.

Respectfully submitted,

The next regular meeting of the Library Board of Trustees will be Monday, October 17, 2011.

Dr. Martin Gilbert
 Secretary/ Treasurer
 Tenafly Library Board

APPROVED: October 17, 2011