

TENAFLY PUBLIC LIBRARY
MINUTES OF LIBRARY BOARD MEETING
September 13, 2010

The Board of Trustees of the Tenafly Public Library met on September 13, 2010 at 7:30 p.m. at the Library for its regular monthly meeting.

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

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

Mrs. Rochford called the meeting to order. Ms. Webb-Metz reported that notices of the meeting had been sent to local papers, Cablevision and were also posted on the Library and Borough bulletin boards.

Board members approved the minutes of the Library Board meetings of May 3 (special), June 14, June 14 (executive), June 18 (special) and July 27 (special). Moved by: Dr. Altman. Seconded by: Dr. Gilbert.

CORRESPONDENCE

Board members expressed their appreciation for the thank you note sent to them by former Library Director Stephen R. Wechtler.

DIRECTOR'S REPORT

Mrs. Joel Krauser graciously offered to donate two or three of her recently deceased husband Joel's paintings to the Library. Due to the limited wall space and lack of a proper storage facility in the Library, it was suggested that in appreciation for the many hours Joel donated to the Library's Art Committee, his family be invited to exhibit his paintings in the Library's Edna Kawulitzki Gallery. The Director will contact Mrs. Krauser.

The Director and the Board Members expressed appreciation to Friends of the Library President Sonja Errick President for the Friends donation of study carrels for the Circulation area and the Reference area. The carrels are being used constantly and the Library has received many words of appreciation from patrons. Providing electrical outlets to the carrels is underway.

The Board approved the 2011 Holiday Calendar presented by Ms. Webb-Metz.

The Board approved the 2011 Board meeting dates.

Mrs. Ellen Rochford, Dr. Martin Gilbert and Ms. Gina Webb-Metz will attend the Friends of the Library breakfast at Seasons Restaurant in Washington Township on Thursday, October 21 from 9:30 a.m. to 12 noon. A major function of the breakfast meeting is to provide libraries with the tools to expand participation in their Friends of the Library organization by sharing ideas and successful programs.

The Board discussed the Board of Trustees continuing education requirement of three hours per year mandated by the State Library and reported in the annual State Report. The Board has fulfilled this requirement for 2010.

The Borough has transferred \$80,000 from the Library's HVAC account to the Library's 2010 book and materials budget line to augment the reduction in available funds due to increased operating costs imposed by the Borough. The Director and the librarians are working to identify areas of the collection to enhance using some of these funds.

The Board discussed establishing a new library website which would be designed and maintained by Mr. Guy Dobson who manages the BCCLS website and has designed websites for BCCLS member libraries. The initial cost for the first year design and maintenance would be \$1,000. Thereafter monthly maintenance, depending on the amount of input, would be approximately fifty dollars per month. After discussion the following resolution was approved:

BE IT HEREBY RESOLVED THAT: The Board of Trustees of the Free Public Library of the Borough of Tenafly approves establishing a new library website which will be designed and managed by Guy Dobson at an initial cost of one thousand dollars and monthly maintenance of approximately fifty-dollars depending on input needed.

Moved by: Dr. Peck

Seconded by: Dr. Gilbert

Voting as follows:

Mrs. M. Allen – Aye
Dr. K. Altman– Aye
Mrs. K. Cook – Aye
Mr. David DiGregorio – Aye
Dr. E. Fergenson - Aye

Dr. M. Gilbert – Aye
Dr. A. Peck – Aye
Mrs. E. Rochford – Aye
Councilman Patrick Rouse – Aye

The Board agreed that the classical music section of the Library be strongly enhanced with Library funding and donations being received in memory and appreciation of Bernice Frank. The media collection was expanded, incorporating new formats during her thirty-seven years of dedicated service to the library.

Two hundred and seven children read 112,440 minutes during the *Make a Splash* summer reading program. Approximately one hundred people attended the Library Luau (co-sponsored by the Tenafly Welcome Committee) which featured face painting, balloon sculptures, entertainment, limbo dancing and refreshments.

The Library re-opened on Sunday on September 12. Circulation was 563.

The Director presented the Library’s 2009 audit from Ferraioli, Wielkotz, Cerullo & Cuva, P.A., Certified Public Accountants. Ms. Webb-Metz and the Board thanked Administrative Assistant, Ann Marie Connolly for her work in achieving this favorable audit. 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, 2009 and 2008 by Ferraioli, Wielkotz, Cerullo & Cuva, Certified Public Accountants as presented by the Library Director.

Moved by: Dr. Gilbert

Seconded by: Mrs. Cook

Voting as follows:

Mrs. M. Allen – Aye
Dr. K. Altman– Aye
Mrs. K. Cook – Aye
Mr. David DiGregorio – Aye
Dr. E. Fergenson – Aye

Dr. M. Gilbert – Aye
Dr. A. Peck – Aye
Mrs. E. Rochford – Aye
Councilman Patrick Rouse – Aye

The Library safe deposit box at Wachovia Bank was closed and a new more economical safe deposit box was opened at PNC Bank in Tenafly. The following resolution was approved:

BE IT HEREBY RESOLVED THAT: The Board of Trustees of the Free Public Library of the Borough of Tenafly approves of the rental of a safe deposit box with PNC Bank in Tenafly at an annual cost of \$35.00 in accordance with the provisions outlined in the PNC Bank form “Certified Copy of Resolutions/Authorization for Safe Deposit Boxes.”

Moved by: Dr. Peck

Seconded by: Dr. Altman

Voting as follows:

Mrs. M. Allen – Aye
Dr. K. Altman– Aye
Mrs. K. Cook – Aye
Mr. David DiGregorio – Aye
Dr. E. Fergenson – Aye

Dr. M. Gilbert – Aye
Dr. A. Peck – Aye
Mrs. E. Rochford – Aye
Councilman Patrick Rouse – Aye

The Board discussed the merits of closing the Library’s check account with Bank of America and establishing an account with Valley National Bank in Tenafly. After discussion the following resolution was approved:

BE IT HEREBY RESOLVED THAT: The Board of Trustees of the Free Public Library of the Borough of Tenafly approves of the transfer of Tenafly Library Funds presently in checking account 3278514 at Bank of America into a checking account at Valley National Bank in Tenafly.

Moved by: Dr. Peck

Seconded by: Dr. Fergenson

Voting as follows:

Mrs. M. Allen – Aye
Dr. K. Altman– Aye
Mrs. K. Cook – Aye
Mr. David DiGregorio – Aye
Dr. E. Fergenson – Aye

Dr. M. Gilbert – Aye
Dr. A. Peck – Aye
Mrs. E. Rochford – Aye
Councilman Patrick Rouse – Aye

The Director informed the Board that two Library pages had been hired. After discussion the following resolutions were passed:

BE IT HEREBY RESOLVED THAT: The Board of Trustees of the Free Public Library of the Borough of Tenafly approves of the appointment of Katherine Vander Wende as a part time Library Page (probationary) at an hourly rate of \$12.00 effective August 05, 2010.

BE IT HEREBY RESOLVED THAT: The Board of Trustees of the Free Public Library of the Borough of Tenafly approves of the appointment of Lynn Reiff as a part time Library Page (probationary) at an hourly rate of \$12.00 effective August 16, 2010.

Moved by: Dr. Gilbert

Seconded by: Mrs. Rochford

Voting as follows:

Mrs. M. Allen – Aye
Dr. K. Altman– Aye
Mrs. K. Cook – Aye
Mr. David DiGregorio – Aye
Dr. E. Fergenson – Aye

Dr. M. Gilbert – Aye
Dr. A. Peck – Aye
Mrs. E. Rochford – Aye
Councilman Patrick Rouse – Aye

Board members discussed the Change Order Proposal # 2 prepared by AMCO Senior Project Manager T. Heston Allocco for remedial work on the old system of ducts to increase air flow and wrap the existing chilled water pipe that was un-insulated (\$8,246) and Change Order Proposal #3 to have controls remotely accessible via a web-based program (\$1,425). After discussion the following resolution was approved:

BE IT HEREBY RESOLVED THAT: The Board of Trustees of the Free Public Library of the Borough of Tenafly agrees to accept the following Change Orders prepared by AMCO Senior Project Manager T. Heston Allocco: Change order Proposal #2, dated August 16, 2010 in the amount of \$8,246 for remedial work on the old system of ducts to increase air flow and to wrap the existing chilled water pipe that was un-insulated. Change order proposal #3 to have the controls remotely accessible via a web-based program (\$1,425.).

Moved by: Mrs. Cook

Seconded by: Dr. Peck

Voting as follows:

Mrs. M. Allen – Aye
Dr. K. Altman– Aye
Mrs. K. Cook – Aye
Mr. David DiGregorio – Aye
Dr. E. Fergenson – Aye

Dr. M. Gilbert – Aye
Dr. A. Peck – Aye
Mrs. E. Rochford – Aye
Councilman Patrick Rouse – Aye

The Board thanked Councilman Rouse for his Council liaison report.

The meeting adjourned at 8:15 p.m. to go into closed session to discuss a personnel matter. Moved by: Dr. Peck. Seconded by: Mrs. Cook.

The Board returned to open session at 8:34 p.m.

The following resolution was passed:

BE IT HEREBY RESOLVED THAT: The Board of Trustees of the Free Public Library of the Borough of Tenafly approves a 4% increase in the base salary of Administrative Assistant Ann Marie Connolly for the year 2010 retroactive to January 1, 2010 and a \$1,200 one-time bonus.

Moved by: Dr. Peck

Seconded by: Dr. Gilbert

Voting as follows:

Mrs. E. Rochford – Aye

Mrs. K. Cook – Aye

Dr. M. Gilbert – Aye

Mrs. M. Allen – Aye

Dr. K. Altman - Aye

Mr. D. DiGregorio – Aye

Dr. E. Fergenson – Aye

Dr. A. Peck – Aye

Councilman Patrick Rouse - Aye

The meeting adjourned at 8:45 p.m. Moved by Dr. Fergenson. Seconded by Dr. Gilbert.

Respectfully submitted,

The next regular meeting of the
Library Board of Trustees will be
Monday, October 18, 2010
at the Library.

Gina Webb-Metz
Library Director

Approved: October 18, 2010