

**Rutherford Public Library Board of Trustees
Minutes for January 13, 2020 Meeting**

Open Meeting

1. Roll Call

Trustees Present	Ms. Brenda Fargo Ms. Julie Kajouras Ms. Monica Rodriguez Ms. Pat Wester Mr. Palmer Yale
Absent	Mr. Frank Nunziato, Mayor Mr. Jimmy Rizzo Ms. Krista Vellis
Staff Present	Mr. Judah Hamer, Director
Others Present	Ms. Wendy Armacost
Call to Order	The meeting was called to order at 7:00 p.m. by Ms. Kajouras

2. Provisions of the Open Public Meetings Act

Ms. Wester read the provisions of the Open Public Meetings Act.

3. President's Report

A. Agenda

Motion: To approve the agenda as written
Moved: Wester **Seconded:** Fargo
For: Fargo, Kajouras, Rodriguez, Wester, Yale
Against:
Abstain:

B. Approval of the Minutes

Motion: To approve the minutes of the December 16, 2019 open meeting.
Moved: Yale **Seconded:** Wester
For: Kajouras, Wester, Yale
Against:
Abstain: Fargo, Rodriguez

4. Hearing of the citizens

Ms. Kajouras opened the hearing of the citizens. As no citizens were present to speak, the hearing was closed.

5. Correspondence - None

6. Director's Report

Mr. Hamer reported that the budget memo and appropriation request for the Mayor & Council is complete and enclosed in the Board packet. This will be sent in the first half of January.

Mr. Hamer and Ms. Cassano are working to wrap up the year-end financials, also doing new budget set-up, submitting 1099 details to payroll, and configuring spreadsheets that help track expenses, hours, etc.

Mr. Hamer commented on the 2019 increase in circulation. He noted that in many libraries circulation is either dropping or staying flat, adding that this is part of the evolution of libraries. He also reviewed increases in the number of programs and people attending. There are fewer people who logged on to the library hardware in 2019 when compared to prior years, and this is part of a shift in their use of the Library. More people than ever bring their own devices into the building to tap into the Library's bandwidth and make use of the space.

Mr. Hamer asked the Board to review the Friends of the Library report, stressing their outstanding efforts and that this small group is working at full capacity. He shared that the group has positive working relationships among themselves and with the Library staff. Ms. Kajouras commented that she would like to plan a meeting with Linda Rynd, President of the Friends, and Pat Wester, President of the Foundation, just to touch base.

7. Finance

Motion: To approve payment of bills enclosed in packet with additions.
Moved: Wester **Seconded:** Rodriguez
For: Fargo, Kajouras, Rodriguez, Wester, Yale
Against:
Abstain:

8. Other reports:

Foundation – No Report. A meeting in February is being scheduled.

9. Old Business

None

10. New Business

- Legal Counsel

Motion: To appoint James McCarthy as legal counsel in accordance with the following resolution.

Moved: Fargo

Seconded: Yale

For: Fargo, Kajouras, Rodriguez, Wester, Yale

Against:

RESOLUTION TO APPOINT LEGAL COUNSEL

WHEREAS, the Library Board has determined that it is in the best interest to retain the professional set forth in this Resolution;

WHEREAS, the Library Board is familiar with the credentials of James McCarthy and has previously found that they have the requisite professional expertise and experience to assist the Library; and

WHEREAS, the Library Board has previously appointed James McCarthy as its Legal Counsel; and

WHEREAS, the Library Board seeks to enter an agreement to retain James McCarthy for performance of professional services not to exceed the cost of \$20,000 for the year 2020;

NOW, THEREFORE, BE IT RESOLVED that James McCarthy is hereby authorized to serve as Legal Counsel for the Library.

- BCCLS Certification of Agreement

Motion: To authorize Judah Hamer and Julie Kajouras to complete the BCCLS Certification of Agreement

Moved: Wester

Seconded: Fargo

For: Fargo, Kajouras, Rodriguez, Wester, Yale

Against:

Abstain:

- New Jersey Library Construction Bond Act Grant Application

Mr. Hamer reviewed the recently released application, detailing the funding priorities and evaluation criteria. He and the Trustees discussed how these specifications are not a match for the Library, because major progress has been made in capital improvements already. This,

combined with the mis-match in the socio-economic prioritization expressed in the Grant Application, would make Rutherford a very long-shot candidate for winning funds.

There was discussion about this in connection with the costs associated with applying for the grant, such as a full building assessment and a community needs analysis, both of which the grant specifies must be completed by an architectural firm. Local Architect Jeff Jordan offered his services, and it was acknowledged that in addition to this pro bono work significant costs would be incurred to apply for funding. The conclusion was not to apply for this grant.

Mr. Hamer commented that the Library's formatting of its request to the Foundation for funding for capital improvements will need to be modified. He noted that this is necessary for a path moving forward for making improvements to the building, and also for expressing to donors where their funds will be used.

11. Adjournment

Motion: To adjourn the meeting.

Moved: Wester Seconded: Rodriguez

For: Fargo, Kajouras, Rodriguez, Wester, Yale

Against:

Abstain:

There being no further business before the Board, the meeting was adjourned at 7:42 p.m.

Respectfully submitted,

Cori Verdino