

**Rutherford Public Library Board of Trustees
Minutes for March 16, 2020 Meeting**

Open Meeting

1. Roll Call

Trustees Present	Ms. Wendy Armacost Ms. Brenda Fargo Ms. Julie Kajouras Ms. Krista Vellis Ms. Pat Wester Mr. Palmer Yale
Absent	Mr. Anthony Nicodemo Mr. Jimmy Rizzo Ms. Monica Rodriguez
Staff Present	Mr. Judah Hamer, Director
Others Present	
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 with additions
Moved: Fargo **Seconded:** Vellis
For: Armacost, Fargo, Kajouras, Vellis, Wester, Yale
Against:
Abstain:

B. Approval of the minutes

Motion: To approve the minutes of the February 10, 2019 open meeting.
Moved: Wester **Seconded:** Yale
For: Armacost, Fargo, Kajouras, Rodriguez, Wester, Yale
Against:
Abstain: Vellis

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

Mr. Hamer noted that an OPRA request for a performer contract was fulfilled.

6. Director's Report

Mr. Hamer reported that Lauren Walsh is on Family Medical leave as of March 2, 2020. She has granted the team permission to share that she had a baby girl and both are doing well.

The Borough has requested that we trim our municipal appropriation request by \$18,000, which means a 2% increase instead of a 3.7% increase. Modifications are detailed in the motion in the Finance report.

Mr. Hamer noted that he has prepared a Capital Plan for the Library. Due to the impending changes in operations as a result of COVID 19 developments, he advised review of this document after normal library operations resume.

Mr. Hamer has been appointed to the Rutherford Arts Committee, which is separate from the Rutherford Arts Council. The goal of the committee is to facilitate communication across different groups and agencies in town, such as the Library, Recreation Department, public schools etc. about the different arts programs.

The Annual report to the State has been completed and submitted.

Rhoda Portugal and Mr. Hamer have expedited the installation of our antivirus software. In doing this, they recognized the need to re-inventory the building hardware and software. We will work on this later this spring.

The Friends of the Library have some upcoming fundraisers, which have unfortunately been cancelled or at least postponed, due to the novel coronavirus. The Edible Book Festival was scheduled for April 4, 2020. Also, the spring book sale scheduled for April 24-27, 2020 will also probably be cancelled.

7. Finance

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

Motion: To authorize the Director to pay recurring bills in the normal course of RPL operations, until such time as the Board resumes regular public meetings.
Moved: Fargo **Seconded:** Armacost
For: Armacost, Fargo, Kajouras, Vellis, Wester, Yale
Against:
Abstain:

Motion: To approve the following modifications to the 2020 budget: reduce the municipal appropriation be \$18,000; add to revenue side \$8,000 of carry-over funding; add to revenue side \$2,400 from County Grant, reduce from expenditure side \$4,000 in Administration expenditures.
Moved: Vellis **Seconded:** Armacost
For: Armacost, Fargo, Kajouras, Vellis, Wester, Yale
Against:
Abstain:

8. Other reports:

Foundation. Pat Wester reported on the decision to cancel the Gala due to the social distancing measures and economic consequences of the novel coronavirus. Specifically, no gatherings of fifty or more people are now permitted before May 15, 2020. The expenses incurred for this event have been printing and postage. The plan is to have the next Gala in May 2021.

9. Old Business

- Bulldog Academy

Motion: To authorize the Director, Legal Counsel and Board President to expedite the *Space Use Agreement between The Rutherford Public Library and The Rutherford Board of Education*, duration September 1, 2020 through August 31, 2023.

Moved: Yale **Seconded:** Armacost
For: Armacost, Fargo, Kajouras, Vellis, Wester, Yale
Against:
Abstain:

10. New Business

- COVID 19/Coronavirus preparedness

Motion: To authorize the Library Director to close the Library in connection with a public health emergency, in consultation with the Board President, the Borough Administrator, and the Coordinator of the Office of Emergency Management.

Moved: Fargo Seconded: Wester
For: Armacost, Fargo, Kajouras, Vellis, Wester, Yale
Against:
Abstain:

Motion: To authorize the Library Director to suspend late fines/fees on materials in connection with a public health emergency.

Moved: Armacost Seconded: Vellis
For: Armacost, Fargo, Kajouras, Vellis, Wester, Yale
Against:
Abstain:

Mr. McCarthy suggested that the Board make a motion for this Board to take an email vote, if necessary, over the next several months. Any decision made via email vote would be ratified at the first Board of Trustees meeting subsequent to the email vote having taken place.

Motion: To authorize the Library Board to hold an email vote of emergency measures, if needed, subject to advanced publication of an agenda and ratification at the next open public meeting.

Moved: Vellis Seconded: Yale
For: Armacost, Fargo, Kajouras, Vellis, Wester, Yale
Against:
Abstain:

11. Adjournment

Motion: To adjourn the meeting.

Moved: Armacost Seconded: Vellis
For: Armacost, Fargo, Kajouras, Vellis, Wester, Yale
Against:
Abstain:

There being no further business before the Board, the meeting was adjourned at 7:25 p.m.

Respectfully submitted,

Cori Verdino