

**Rutherford Public Library Board of Trustees
Minutes for May 18, 2020 Meeting**

Open Meeting Held: Library Auditorium & Zoom Meeting

1. Roll Call

Trustees Present	Ms. Wendy Armacost Ms. Brenda Fargo Ms. Julie Kajouras Mr. Anthony Nicodemo (left meeting at 7:25 p.m.) Mr. Jimmy Rizzo Ms. Monica Rodriguez Mr. Palmer Yale
Absent	Ms. Krista Vellis Ms. Pat Wester
Staff Present	Mr. Judah Hamer, Director
Call to Order	The meeting was called to order at 7:03 p.m. by Ms. Kajouras.

2. Provisions of the Open Public Meetings Act

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

3. President's Report

A. Agenda

Motion: To approve the agenda
Moved: Armacost **Seconded:** Yale
For: Armacost, Fargo, Kajouras, Nicodemo, Rizzo, Rodriguez, Yale
Against:
Abstain:

B. Approval of the minutes

Motion: To approve the minutes of the April 20, 2020 open meeting.
Moved: Fargo **Seconded:** Armacost
For: Armacost, Fargo, Kajouras, Rodriguez, Wester, Yale
Against:
Abstain: Nicodemo, Rizzo

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 the Mayor & Council have been very supportive in promoting the Library's digital services in their daily posts. Mike Tarantino has been helpful by providing insights to help shape Mr. Hamer and the staff's conceptualizing a reopening plan.

Mr. Hamer said the next new initiative is the start-up of a virtual and contact-less summer reading incentive program. He lauded Jane Tarantino and Jen Capoano for their redesign of the Library's summer reading program, adding that Ms. Capoano has done major web site design work to make this happen. He commented on the enthusiastic response of the public.

Mr. Hamer highlighted the *Library @ Home* program, in which librarians Sara Cassaro, Rhoda Portugal and Jane Tarantino push out daily new content to the community. Sara Cassaro is the nexus for all the digital content being developed and delivered to the community across multiple platforms. Mr. Hamer noted that Tati Ontivero continues ESL instruction online, adding that she has expanded classes into Zoom format and with Sara Cassaro's support is creating content on password protected pages on our website that will function as courseware for students.

Mr. Hamer updated that Jane Tarantino, Rhoda Portugal and Sara Cassaro have worked with outside vendors, renegotiating the terms of their services and getting as many as possible to go digital. He added that this summer the Library may do more adult programming than usual, since more people will not be taking summer vacation. Mr. Hamer commented that the initial digital programs, music and movement, remain popular. Rutherford children seeing Ms. Fran and Mr. Chris perform provides them a helpful continuity. He informed the Board that reading children's books online does violate copyright, even though some libraries are doing this. Several libraries have received cease and desist letters because they have offered virtual storytime, which is Ms. Tarantino is instead curating storytimes experiences.

Mr. Hamer related that according to the latest statements from Gov. Murphy, the Library is easily a month away from offering a *Grab and Go* [curbside-type delivery] service to the public. In the meanwhile, he and the staff are developing the logistics and tools necessary to creating this service.

Ms. Kajouras inquired about the status of the Museum Pass Program and whether the Library would be able to receive a refund, extension of the pass time period, or credit towards the purchase of a pass in the subsequent year. Discussion ensued, and Mr. Hamer commented that he would in the Fall be tracking these details as that is the time of year passes are renewed. It was acknowledged by several Trustees that refunds were unlikely, and that the Library could look toward an extension of the pass or a credit towards a subsequent purchase.

Several regretfully made the observation that museums are also suffering major financial losses and may not be in a position to provide actual refunds. Depending on the status of the pandemic, the Library's Museum Pass Program may be scaled back next year.

Mr. Hamer concluded his report by summarizing the outstanding progress on collection work by Jane Tarantino and Jen Capoano. They have completely worked through the entire children's department, weeding and putting it in order. Ms. Capoano also overhauled the CD collection.

7. Finance

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

8. Old Business

- No Report

9. New Business

- Annual Audit

Motion: To approve the engagement of Wielkotz & Company, LLC to complete the audit for the Library at a cost not to exceed \$4,000.

Moved: Rodriguez **Seconded:** Yale
For: Armacost, Fargo, Kajouras, Rizzo, Rodriguez, Yale
Against:
Abstain:

- Overdue fines

Mr. Hamer introduced into discussion an acceleration of permanently sunseting fines for overdue books and media, pointing out that he does not practicably see reinstating fines in 2020. He asked the Board for a general direction of support for his effort in reworking the annual budget in order to make it possible to go fine free this year. Trustees expressed support for this.

10. Adjournment

Motion: To adjourn the meeting.

Moved: Yale **Seconded:** Armacost

For: Armacost, Fargo, Kajouras, Rizzo, Rodriguez, Yale

Against:

Abstain:

There being no further business before the Board, the meeting was adjourned at 7:33 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Cori Verdino". The signature is written in a cursive, flowing style.

Cori Verdino