

**Rutherford Public Library Board of Trustees
Minutes for June 15, 2020 Meeting**

Open Meeting Held: Library Auditorium & Zoom Meeting

1. Roll Call

Trustees Present	Ms. Wendy Armacost Ms. Julie Kajouras Mr. Jimmy Rizzo Ms. Monica Rodriguez Ms. Krista Vellis (arrived 7:25 p.m.) Ms. Pat Wester Mr. Palmer Yale
Absent	Ms. Brenda Fargo Mr. Anthony Nicodemo
Staff Present	Mr. Judah Hamer, Director
Others Present	None
Call to Order	The meeting was called to order at 7:04 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.
Moved: Yale **Seconded:** Armacost
For: Armacost, Kajouras, Rizzo, Rodriguez, Wester, Yale
Against:
Abstain:

B. Approval of the minutes

Motion: To approve the minutes of the May 18, 2020 open meeting.
Moved: Armacost **Seconded:** Yale
For: Armacost, Kajouras, Rizzo, Rodriguez, Yale
Against:
Abstain: Vellis, Wester

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 about 200 kids so far have signed up for summer reading. This is about 25% of the usual annual registration so we are off to a good start.

Mr. Hamer noted that the BCCLS delivery service is re-launching. Any items from other libraries that were being held for residents when the Library facility closed to the public will be returned to their home library as per BCCLS request. Libraries that have shuttered their book drops will spend the coming weeks accepting returns locally and via the delivery service. Rutherford Library never stopped accepting materials from the public, so the team can continue during this period to prepare for doorside delivery.

Mr. Hamer summarized the facility modifications needed to be done as part of the preparations for re-opening. These include: electrical work necessary to dispersing public access technology throughout the building; addition of a full plexiglass wrap of the circulation desk; improvements to the staff room so that it doubles as a staff work space; and, installation of a self-check unit.

In order to transform the staff room into a space that doubles as a work room, Mr. Hamer noted that the lighting needs replacement. He also advised replacing the 1974 flooring, the 1957 kitchenette, and the appliances that are all over 20 years old. He added that he and Building Maintenance Worker Nabil Farag are removing the lockers and shelving in that space in order to maximize its utility.

Mr. Hamer reviewed the Governor's office having fast-tracked curbside and doorside delivery for public libraries. He commented that libraries with much lower levels of activity than Rutherford's during the preceding three months were eager to provide curbside pick-up and advocated heavily for this, since they were not offering many digital and remote services. Mr. Hamer revisited his original notion of launching curbside around July 6, and he said he thought he and the team could moved up the launch date to June 29, assuming by then the staff is fully supplied with appropriate personal protective equipment.

In connection with his discussion of launching doorside delivery, Mr. Hamer related that some staff would continue to work remotely, based on the needs of the Library.

Mr. Yale commended Mr. Hamer for all the great work he has done with all the details and moving parts for this. He remarked that loaning out materials and people coming in the building were always so easy, now suddenly they have become complicated. He praised the great work by the staff during this time as well.

Mr. Hamer shifted discussion to the upcoming decision for the Library to cease charging fines for materials returned late. He indicated there to be a motion under New Business covering budget revisions. These address the elimination of fine income for the rest of 2020 along with a reduction in anticipated copier income. He advised preserving late fees only in connection to the lending of museum passes and mobile technology.

Mr. Hamer expressed appreciation for the support of Borough Administrator Bob Kakoleski, who reached out about where things stand in the building, capital projects etc. For the first time in over a decade, in this year's Borough budget there is funding for the Library. An allocation of \$15,000 is for improvements to the plaza in front of the building. These will be led by Steve Addeo, who is responsible for the recent enhancements to the grounds. In addition, \$35,000 in funding is to replace 1974 shelving. The last estimate Mr. Hamer received was about \$50,000, for replacement of the main floor shelving. Mr. Hamer estimated an updated costs to be approximately \$60,000. To complete this project, the Library needs to allocate \$25,000 of its own reserves.

7. Finance

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

8. Old Business

- Overdue Fines

Motion: To revise section 3.1 of the Rutherford Public Library Circulation Policy, striking all current language and replacing it with:

3.1 Late fines

Below is a schedule of fines for materials owned by the Rutherford Public Library.

Mobile technology	\$20.00
Museum Passes	\$10.00 (beginning 11:00am due date)

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

9. New Business

- Budget revisions

Motion: To approve the following revisions to the 2020 budget: reduce the Fax & Copies income line from \$9,000 to \$3,000; reduce the Fines & Fees income line from \$8,000 to \$4,000; reduce General Administration expenses by \$4,000; add a reserve income line for \$60,000.

Moved: Yale **Seconded:** Vellis
For: Armacost, Kajouras, Rizzo, Rodriguez, Vellis, Wester, Yale
Against:

Abstain:

- Capital and repair projects.

Mr. Hamer reiterated that contracting with Mardel Electric provides for lighting repairs and the addition of electrical outlets to support social distancing when patrons are permitted back into the Library.

Motion: To contract with Mardel Electric for lighting repairs, installation of electrical outlets and related work not to exceed \$9,000.

Moved: Armacost Seconded: Wester

For: Armacost, Kajouras, Rizzo, Rodriguez, Vellis, Wester, Yale

Against:

Abstain:

- Service point – protective barrier

Motion: To contract with Galluci Designs, LLC to install service point shielding at a cost of \$2,850.

Moved: Armacost Seconded: Yale

For: Armacost, Kajouras, Rizzo, Rodriguez, Vellis, Wester, Yale

Against:

Abstain:

- Shelving – main floor

Motion: To authorize the Director to collaborate with Borough Administration as appropriate to contract for the purchase and installation of shelving for the main floor, with the Library allocating up to \$25,000 for this project.

Moved: Wester Seconded: Yale

For: Armacost, Kajouras, Rizzo, Rodriguez, Vellis, Wester, Yale

Against:

Abstain:

- Staff/work room and basement improvements

Motion: To authorize the Director to contract with Commercial Interiors Direct for purchase and installation of flooring in the Library staff/work room and the auditorium/basement hallway, not to exceed \$15,000.

Moved: Vellis Seconded: Wester

For: Armacost, Kajouras, Rizzo, Rodriguez, Vellis, Wester, Yale

Against:

Abstain:

10. Adjournment

Motion: To adjourn the meeting.

Moved: Armacost Seconded: Wester

For: Armacost, Kajouras, Rizzo, Rodriguez, Vellis, Wester, Yale

Against:
Abstain:

There being no further business before the Board, the meeting was adjourned at 7:45 p.m.

Respectfully submitted,



Cori Verdino