

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

**Open Meeting Held: Library Auditorium & Zoom Meeting**

**1. Roll Call**

<b>Trustees Present</b>	Ms. Wendy Armacost – Zoom (7:10) Ms. Brenda Fargo - Zoom Ms. Julie Kajouras Mr. Anthony Nicodemo - Zoom Mr. Jimmy Rizzo - Zoom Ms. Monica Rodriguez Ms. Pat Wester Mr. Palmer Yale
<b>Absent</b>	Ms. Krista Vellis - absent
<b>Staff Present</b>	Mr. Judah Hamer, Director
<b>Others Present</b>	Mr. James McCarthy
<b>Call to Order</b>	The meeting was called to order at 7:01 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:** Rizzo                      **Seconded:** Rodriguez  
**For:** Fargo, Kajouras, Nicodemo, Rizzo, Rodriguez, Wester, Yale  
**Against:**  
**Abstain:**

## **B. Approval of the minutes**

**Motion:** To approve the minutes of the June 15, 2020 open meeting.

**Moved:** Yale                      **Seconded:** Wester

**For:** Kajouras, Rizzo, Rodriguez, Wester, Yale

**Against:**

**Abstain:** Fargo, Nicodemo

## **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 Grab and Go program is busy and they have received lots of positive feedback.

There are policy revisions under New Business. Mr. Hamer advised that selling a library card is not worth it for the municipality, it winds up being a loss. This is why he recommends nullifying the old motion that is on the books.

Mr. Hamer commented on a need for a policy that constrains access to the interior of the building by children, while social distancing measures in connection with a public health crisis are in place. This will help to position the staff to manage flow and crowds in the building, along with enforcing mask requirements. Mr. Hamer indicated that it is likely in the early Fall the Library will be accessed "by appointment" in order to manage occupancy limits while also expanding access to as many in the community as possible. For example the Library may be open 10:00-12:00 p.m., closing for two hours for cleaning and staff lunches, then opening again from 3:00-6:00 p.m.

Mr. Hamer characterized the policy revisions for the Vacation Leave sections of the Personnel Policy as "housekeeping" so that this policy is consistent with the collective bargaining agreements currently in place.

Mr. Hamer noted that BCCLS has a meeting of their executive board scheduled for later this week, during which they are likely to decide to resume delivery and sharing of materials among libraries. This will allow the public to receive materials requested from other libraries.

Mr. Hamer reviewed a general framework for re-opening the building. He touched on aspects such as: modified hours; requirement that all members of the public wear masks; and, warning the public that while bathrooms are available they will not be sanitized between users. Mr.

Hamer noted that optimally the Library would provide visitors with hand sanitizer, but as this is hard to source it is currently being reserved for employees since requiring them sanitizer is a State mandate.

## 7. Finance

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

## 8. Old Business

- None

## 9. New Business

- Policy

**Motion:** To rescind the December 12, 2006 motion that authorizes the sale of Pay Cards to individuals for family use, with a price that had been set at \$150.

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

**Motion:** To require minors under the age of 15 to be accompanied by an adult if entering the building; this requirement will be in place while the Library is actively engaged in managing social distancing during a public health crisis.

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

**Motion:** To permit Library staff members to carry unused 2019 vacation leave into 2021, with the understanding that all unused 2019 and 2020 vacation leave will expire on January 1, 2022.

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

**Motion:** To strike the Library's Vacation Leave Policy sections 3.2 (f), (g) and (h), replacing it with the following:

### **3.2 VACATION LEAVE POLICY**

A vacation is primarily for a change and relaxation. Every attempt will be made to grant earned vacations as they are requested. It must be understood, however, that library staffing must be the first priority.

(f) All part-time employees employed as of December 1, 2012 shall be granted the following annual leave for vacation purposes with pay. Vacation will be credited proportionately to hours worked in the last quarter. Vacation as well as sick time is not calculated or based on any Sunday hours worked. The Director shall review the number of hours worked by each part-time employee on a quarterly basis to determine the part-time employees' pro-rated entitlement to vacation time for the next quarter.

<u>Years of Service</u>	<u>Vacation Days (Working Days)</u>
15-20 years	18 days
21 or more years	23 days

(g) The Library Director shall be granted 23 days annual leave for vacation purposes with pay.

(i) Any permanent new employee employed after December 1, 2012, full-time or part-time, professional or non-professional, shall be granted the following annual leave for vacation purposes with pay.

<u>Years of Service</u>	<u>Vacation Days (Working Days)</u>
0-10	15
10-20	18
21 or more	23

Moved: Wester      Seconded: Yale

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

Against:

Abstain:

## **10. Closed Session**

WHEREAS, the "Open Public Meetings Act" requires that a public body adopt a resolution at an open meeting before going into closed session to discuss a matter which excludes the public as permitted under Section 7b;

NOW, THEREFORE, BE IT RESOLVED, that the Library Board of Trustees will hold a closed meeting on Monday, July 13, 2020 at 7:41 PM in the Library to discuss a personnel matter.

BE IT FURTHER RESOLVED, that the outcome of this discussion will be disclosed to the public when there is no further need for confidentiality.

**Motion:** To go into closed session.

**Moved:** Armacost      **Seconded:** Fargo

**For:** Armacost, Fargo, Kajouras, Nicodemo, Rizzo, Rodriguez, Wester, Yale

**Against:**

**Abstain:**

## 11. Adjournment

**Motion:** To adjourn the meeting.

**Moved:** Wester      **Seconded:** Yale

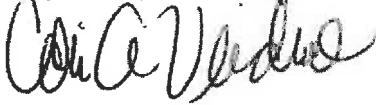
**For:** Fargo, Kajouras, Nicodemo, Rizzo, Rodriguez, Wester, Yale

**Against:**

**Abstain:**

There being no further business before the Board, the meeting was adjourned at 8:07 p.m.

Respectfully submitted,



Cori Verdino