

**Rutherford Public Library Board of Trustees
Minutes for January 28, 2019 Meeting**

Open Meeting

1. Roll Call

Trustees Present	Ms. Wendy Armacost Ms Brenda Fargo Mr. James Rizzo Ms. Monica Rodriguez Ms. Krista Vellis Ms. Pat Wester Mr. Palmer Yale
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Absent	Ms. Julie Kajouras Mr. Anthony Nicodemo
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Staff Present	Mr. Judah Hamer, Director
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Call to Order	The meeting was called to order at 7:03 p.m. by Ms. Armacost
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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 revisions
Moved: Fargo **Seconded:** Vellis
For: Armacost, Fargo, Rodriguez, Rizzo, Vellis, Wester, Yale
Against:
Abstain:

B. Approval of the Minutes

Motion: To approve the minutes of the December 17, 2018 open meeting.

Moved: Yale **Seconded:** Wester

For: Armacost, Rodriguez, Wester, Vellis, Yale

Against:

Abstain: Rizzo, Fargo

4. Hearing of the citizens

Ms. Armacost 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 on building repairs and improvements.

- The Foundation has agreed to pay for the re-flooring of the auditorium, which will cost \$11,200, inclusive of removal of old carpeting and installation of cove molding. Library staff will handle removal of the stage, and they have in the works removal of all excess furnishings in order to prepare for this work.
- The painting of the auditorium and the adjacent storage closet will be completed prior to the installation of new flooring.
- Mr. Hamer and Nabil Farag are busy with remediative tasks identified by the fire inspection.
- Mr. Hamer and the staff have made major progress with the basement clean-out, optimizing distinct areas for storage and tasks (e.g., book sale sorting). He noted that among the items stored are lesser used materials from the collections.
- Mr. Hamer noted that both furnaces were out on Martin Luther King, Jr. Day. He called AES, Inc. in that day to address a flame failure and a broken compressor pump; the timing of this fix enabled the Library to open as scheduled the following day. Ms. Armacost suggested an add-on to the alarm system be installed, so there would be an alert should the interior temperature drop.
- Mr. Hamer noted the need to install additional heating elements in the furnace room and also in the vestibule by the front door.

The Library staff continues to work on learning the components of LEAP, the new online interface for the integrated library system run by BCCLS.

Mr. Hamer is managing with slightly lower than usual staffing levels; one professional is out for several weeks due to surgery. He will also be arranging for a cleaner to come in while Mr. Farag is on vacation.

Mr. Hamer related the popularity of the Literary Character Contest, which was planned and organized by the Friends of the Library, with support from Library staff. He also referred to the annual Friends of the Library report written by Linda Rynd and detailed summary of the group's 2018 activities.

7. Finance

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

8. Other reports:

Mayor (or Alternate) – No report.

Foundation – Ms. Armacost reported on the Gala date being set for May 11, 2019. She indicated the Speakeasy will be held in late September, adding that the date is not yet finalized. Mr. Armacost shared that the newest Foundation Director is Kristie Damel. Mr. Hamer mentioned that the Foundation had requested he develop talking points in order to help Directors speak to the intent of fundraising done by the group; these are included in the Board packet.

Legal – No Report

9. Old Business

Motion: To approve the appointment Mamata Prabhu as Library Associate at an hourly rate of \$13.00, pursuant to Civil Service regulations.
Moved: Rodriguez **Seconded:** Yale
For: Armacost, Fargo, Rodriguez, Rizzo, Vellis, Wester, Yale
Against:
Abstain:

10. New Business

- Legal Counsel

Motion: To appoint James McCarthy as legal counsel in accordance with the following resolution.
Moved: Wester **Seconded:** Vellis
For: Armacost, Fargo, Rodriguez, Vellis, Wester, Yale
Against:
Abstain:

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 2019;

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

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

Moved: Vellis Seconded: Vellis

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

Against:

Abstain:

Ms. Rodriguez reported on the two-hour hand lettering workshop she attended, highlighting the high quality of the program and its creation of an inviting atmosphere for interaction among community members. Discussion ensued about this direction in adult programming that included the costs, structure, and opportunity it provides for the library to bring in a range of residents and also to engage in community-building. Mr. Hamer highlighted the popularity of the art classes run by Mary Rose Hokansson, along with the recent workshops created by Lauren Walsh, in which participants created boutique-style cards.

There was discussion about the ways the Board might help the Friends of the Library recruit new members, in recognition of their high level of performance as a small group. Mr. Yale shared that he would reach out among his own network of residents who love the Library, to gauge interest and hopefully add to the ranks of the Friends.

11. Adjournment

Motion: To adjourn the meeting.

Moved: Vellis Seconded: Wester

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

Against:

Abstain:

There being no further business before the Board, the meeting was adjourned at 7:49 p.m.

Respectfully submitted,



Cori Verdino