

**Rutherford Public Library Board of Trustees
Minutes for January 9, 2017 Meeting**

Open Meeting

1. Roll Call

Trustees Present	Ms. Wendy Armacost Ms. Brenda Fargo Ms. Julie Kajouras Mr. James Rizzo Ms. Krista Vellis Ms. Pat Wester
Absent	Mr. Anthony Nicodemo Ms. Monica Rodriguez
Staff Present	Mr. Judah Hamer, Director
Others present	Mr. James McCarthy
Call to Order	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: Fargo **Seconded:** Armacost
For: Armacost, Fargo, Kajouras, Rizzo, Vellis, Wester
Against:
Abstain:

B. Approval of the Minutes

Motion: To approve the minutes of the December 19, 2016 meeting.
Moved: Wester **Seconded:** Armacost
For: Armacost, Kajouras, Rizzo, Vellis, Wester
Against:
Abstain: Fargo

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 three staff members will be out on surgery in the next few months, and an additional staff member will be out on maternity leave in the Spring. Scheduling will be tight for the team.

Mr. Hamer noted the upcoming fundraisers planned by the Friends of the Library. The Literary Character Contest is on February 11, 2017, the Edible Book Festival is March 25, 2017, and the Book Sale is scheduled for the last weekend in April. There was discussion regarding the timing and frequency of book sales, labor involved with intake and sale set-up, maintenance of the sale inventory, etc.

Mr. Hamer reported that the quote for the children's section millwork involves finishing off those shelving units, which are currently not capped. Capping the units will provide additional space for merchandizing materials.

7. Committee Reports

A. Finance

Motion: To approve payment of bills enclosed in packet.

Moved: Rizzo Seconded: Vellis

For: Armacost, Fargo, Kajouras, Rizzo, Vellis, Wester

Against:

Abstain:

8. Other reports:

Mayor (or Alternate) – No report

Foundation – The Board will be having a Gala organization meeting in February.

Legal – Mr. McCarthy reported that we will address legal issues in closed session.

9. 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, January 9, 2017 at 7:20 p.m. in the Library to discuss contract matters and negotiations.

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

10. Old Business

None

11. New Business

– Proposed 2017 Budget

Mr. Hamer reviewed the proposed 2017 budget that had been distributed to the Board.

In discussing the income side of the budget, he reported that overall the Library's funding is down 29% since major reductions that began in 2010. He noted that the Friends of the Library have in recent years significantly increased their level of program support, but that they may not be able to sustain this in 2018 due to the changing nature of the used book business, where they have traditionally generated much of their income. He highlighted other portions of the income side of the budget, explaining adjustments.

Mr. Hamer reviewed broadly the different budget areas: salaries and fringe, general administration, materials, telecommunications and network infrastructure, and maintenance and facilities. He indicated that there would need to be minor revision to the wages line after the contract has been settled. He also explained the \$230,000 in reimbursements the Library provides to the Borough from its appropriation, for costs associated with employee insurance, liability insurance, FICA, and utilities.

In discussing the general administration part of the budget, Mr. Hamer shared details about the copy and printing costs, along with costs associated with increased publicity and promotion efforts.

In detailing the materials portion of the budget, Mr. Hamer noted that the digital resources portion would continue to increase over time, and that it is through BCCLS membership that the Library has the most cost-effective access to digital content for the public.

In discussion of the programming portion of the budget, Mr. Hamer noted the continuing popularity of the Museum Pass Program. He also explained that in the adult program portion of this budget area there are funds for the wifi hotspot and laptop lending program that the staff is working on launching. Mr. Hamer added that the children's budget is higher, due to a greater support from the Friends plus the conservative allocation of additional municipal funds.

In going over the technology details in the budget, Mr. Hamer related that the time management software needs to be replaced, and that the laptop that hosts it is dying. These are accounted for in the budget, and he is also lining up the details for this work to be done.

Mr. Hamer noted that BCCLS is in the process of redeveloping its billing structure and that this will impact how member libraries are charged for services. He will keep the Board apprised of this development as it unfolds.

Motion: To approve the proposed 2017 budget.

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

Motion: To approve the submission of the request for funding to the Mayor & Council, copying Borough Chief Financial Officer Gordon Stelter.

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

- Finish work for the children's room shelving; slat wall

Motion: To authorize the expenditure of up to \$10,000 in capital funds for tops for the children's room shelving, slat wall, and slat wall accessories.

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

- Legal Counsel

Motion: To appoint James McCarthy as legal counsel in accordance with the following resolution.

Moved: Wester Seconded: Armacost
For: Armacost, Fargo, Kajouras, Rizzo, Vellis, Wester
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 2017;

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

– BCCLS Certification of Agreement

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

Moved: Vellis

Seconded: Armacost

For: Armacost, Fargo, Kajouras, Rizzo, Vellis, Wester

Against:

Abstain:

12. Adjournment

Motion: To adjourn the meeting

Moved: Wester

Seconded: Fargo

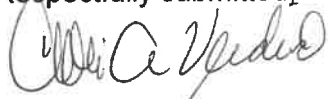
For: Armacost, Fargo, Kajouras, Rizzo, Vellis, Wester

Against:

Abstain:

There being no further business before the Board, the meeting was adjourned at 8:52 p.m.

Respectfully submitted,



Cori Verdino