

**Rutherford Public Library Board of Trustees
Minutes for October 16, 2017 Meeting**

Open Meeting

1. Roll Call

Trustees Present

Ms. Wendy Armacost
Ms Brenda Fargo
Ms. Julie Kajouras
Mr. Anthony Nicodemo
Ms. Monica Rodriguez
Ms. Pat Wester
Mr. Palmer Yale

Absent

Mr. James Rizzo
Ms. Krista Vellis

Staff Present

Mr. Judah Hamer, Director

Call to Order

The meeting was called to order at 7:00 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: Fargo Seconded: Armacost

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

Against:

Abstain:

B. Approval of the Minutes

Motion: To approve the minutes of the September 18, 2017 open meeting.

Moved: Armacost Seconded: Fargo

For: Armacost, Fargo, Kajouras, Wester

Against:

Abstain: Nicodemo, Rodriguez, Yale

C. Approval of the Minutes

Motion: To approve the minutes of the September 18, 2017 closed meeting.

Moved: Wester **Seconded:** Armacost

For: Armacost, Fargo, Kajouras, Wester

Against:

Abstain: Nicodemo, Rodriguez, Yale

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

Mr. Hamer reported on the Bulldog Academy ribbon cutting invitation sent to him.

6. Director's Report

Mr. Hamer reported on the implementation work related to the new circulation policy, focusing on outreach to resident families whose aggregate fines have exceeded the threshold.

Mr. Hamer indicated that in the upcoming month he would prepare a draft of the 2018 budget, and that in December he would commence work on revision of the personnel policy. He touched on a few items that would be worked into the 2018 budget:

- Proposal to upgrade the Library Associate position to support English Language Learning (ELL) instruction, which would provide a way to sustain in-house a more robust profile of ELL services.
- Adjustment of the program budgeting lines, with more municipal dollars allocated for programming. This is due to program expansion outpacing the fundraising proceeds previously used to support this area of operations.
- Inclusion of funding for *Hoopla*, the streaming content service dropped by BCCLS.

Mr. Hamer referenced the financial challenges faced by BCCLS, and that part of the solution to these is a new billing formula that would stabilize their funding stream. He noted the many years that BCCLS costs remained flat even in the face of inflation, and that these financial matters are in part a correction.

Mr. Hamer reported on programming. He summarized the success of the Pet Photo Contest, with 100 people entering. He highlighted Rhoda Portugal's heavy involvement in the WW I Centennial Committee formed by the Mayor, whose work will culminate in events and exhibits on November 11, 2017. Some of these activities will be located in the Library.

Mr. Hamer related dates and plans by the Foundation. There is a 1980s dance party scheduled for March 24, 2018. The Library will likely need to close early for set up that day. He also shared about the shift in the season of the Gala from Spring to Fall 2018, with the specific date depending on the honoree (though October 13 or 20 are target dates). He added that the Foundation plans also to run an indoor mini golf event on Labor Day in 2018.

7. Committee Reports

A. Finance

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

8. Other reports:

Mayor (or Alternate) – no report

Foundation – Ms. Wester reported on the election of officers at the annual meeting.
Anita Peterson – President
Liz Fichtel – Vice President
Julie Kajouras – Secretary
Jim Rizzo – Treasurer

Legal – no report

9. Old Business

None

10. New Business

– Circulation policy

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Mr. Hamer reported on a minor inconsistency with the new circulation policy and requested the Board consider an amendment to the item limits, section 2.11, so that the Juvenile DVD, CD, audiobook and periodical limits match that of the adult section. This would bring the material type limit for these items to 15 per person.

Motion: To amend section 2.11 of the Rutherford Public Library Circulation Policy so that item limits for juvenile and adult materials types are consistent.

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

– AA Final Payment

Mr. Hamer reported on the negotiations for the final payment to AA Architectural that were handled by Library Counsel.

Motion: To authorize a final payment of \$3,750 to AA Architectural, Inc., a reduction from \$11,586 for Construction Phase Services.

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

11. Adjournment

Motion: To adjourn the meeting.

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

There being no further business before the Board, the meeting was adjourned at 7:40 p.m.

Respectfully submitted,



Cori Verdino