

**Rutherford Public Library Board of Trustees
Minutes for October 17, 2016 Meeting**

Open Meeting

1. Roll Call

Trustees Present	Ms. Wendy Armacost Ms. Brenda Fargo Ms. Julie Kajouras Ms. Rose Inguanti Mr. Anthony Nicodemo Ms. Pat Wester
Absent	Mr. James Rizzo Ms. Monica Rodriguez Ms. Krista Vellis
Staff Present	Mr. Judah Hamer, Director
Others present	Mr. James McCarthy
Call to Order	The meeting was called to order at 7:05 p.m. by Ms. Inguanti

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 with additions
Moved: Wester Seconded: Fargo
For: Armacost, Fargo, Kajouras, Inguanti, Nicodemo, Wester
Against:
Abstain:

B. Approval of the Minutes

Motion: To approve the minutes of the September 19, 2016 open meeting
Moved: Armacost Seconded: Kajouras
For: Armacost, Kajouras, Inguanti, Nicodemo, Wester
Against:
Abstain: Fargo

4. Hearing of the citizens

Ms. Inguanti opened the hearing of the citizens. As no citizens were present to speak, the hearing was closed.

5. Correspondence

Mr. Hamer passed around a thank you note from the staff for the dinner.

6. Director's Report

Mr. Hamer reported on building matters. He is in discussion with the HVAC mechanic regarding a rusty, leaky air duct on the roof that is the likely cause of damage to the ceiling inside the Library. He is also awaiting a quote for the caps to the Children's room shelving. The new shades have been installed. Mr. Hamer indicated the Library is still waiting on Sedco to complete sound proofing of the bathrooms and the Director's office.

Lauren Walsh has taken a position as a support specialist in a school serving special needs children. Mr. Hamer said she agreed to continue to work as part of the Saturday rotation and as a substitute. He noted that the continuance of this relationship is an example of how the Library rounds out its team in order to staff nights and weekends.

Mr. Hamer and Mr. McCarthy are still trying to get the Union to a meeting for contract negotiations. At this point they have been unresponsive.

Mr. Hamer reported the submission of two grants. One is a mini arts grant that would supply funding for a series of art classes targeted to special needs children. The other is a digital inclusion program designed to provide internet access. He elaborated that off-site internet access would involve the loaning of small devices that function as mobile wifi hotspots. Mr. Hamer credited Sara Keegan with developing the narrative application for the digital inclusion program.

Mr. Hamer noted that the audit is underway, and that he has proposed budget adjustments based on his review of the year-to-date financials.

Mr. Hamer also pointed to the summer reading program statistics, and noted the high level of programming designed and implemented by Jane Tarantino, with the support of other staff, especially Natalie Hofman.

Mr. Hamer and Bridget Merli are refining the Foundation records for attendance at events. This effort will provide stronger organizational memory for the Foundation, and it will be useful for developing invitation lists.

Mr. Hamer remarked that the many Emergency No Parking signs recently erected on Chestnut Street did not include any end-dates. He commented that a long-term restriction on parking will impede access to the Library, adding this would not be viewed positively by residents and visitors, especially if parking is restricted yet construction is not being done.

7. Committee Reports

A. Finance

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

8. Other reports:

Mayor (or Alternate)
No report.

Foundation

Ms. Wester commented about the very positive feedback on the recent donor thank-you event, noting it to be well-organized and smoothly run. She added that staff participation was much appreciated.

Legal

Mr. McCarthy reported on the pending completion of business with Sedco. He indicated that the Library is awaiting the contractor's submission of lien releases and a certificate of occupancy, along with completion of punch list items.

9. Old Business

Background checks – Ms. Inguanti asked about the possibility of incorporating into policy the requirement of background checks for employees, new or existing or both. She related that the Borough completes basic background checks on new hires. Mr. Hamer reported that some libraries do background checks and some do not. Mr. McCarthy replied that it would be necessary to establish what the acceptance or rejection policy of a new employee would be, based on the outcome of the background check. He added that to avoid a possible lawsuit by a rejected candidate, the Library would need to review existing employees as well, not just new hires. The Board informally tabled this matter.

10. New Business

Library grounds – Ms. Inguanti reported that the Borough is looking into ways to make improvements to plaza in front of the Library building. There is an application for a grant to beautify Park Avenue, especially near the train station, and if funds were sufficient they might also cover the cost of work on the plaza in front of the Library. Ms. Inguanti reported that the Borough wants to remove the evergreen tree in front of the Library and buy an artificial tree that would be set up during the holidays. She suggested that the Library could make an in-kind donation to the Borough by storing the tree. Ms. Inguanti reported there to be informal discussion at the Borough about seeking a donation from the Library Foundation for the artificial tree; comments by Board members indicated that this idea would likely be rejected since funds donated to the Foundation were given specifically to support the Library and its services.

Board re-organization – A nominating committee was formed in preparation of the upcoming re-organization. Ms. Inguanti indicated she plans to serve out the remainder of her term but would not seek reappointment on the Board because of the potential for a conflict of interest or appearance thereof since she now works for the Borough. Ms. Wester and Ms. Fargo volunteered to serve on the committee.

Budget amendments –

Motion: To approve the following amendments to the budget: adjust downward by \$2,000 the budgeted amount for Fines & Fees (income); adjust downward by \$5,000 the budgeted amount for Capital Fund Interest (income); adjust upward by \$8,000 the amount allocated for Technical Services (expenditure); adjust downward the amount allocated for Hourly & Salary \$15,000 (expenditure).

Moved: Nicodemo

Seconded: Armacost

For: Armacost, Fargo, Inguanti, Kajouras, Nicodemo, Wester

Against:

Abstain:

New hire

Motion: To approve the appointment of Emma Gilhawley as a Library Page at a rate of \$8.38/hour, pursuant to Civil Service regulations.

Moved: Armacost

Seconded: Kajouras

For: Armacost, Fargo, Inguanti, Kajouras, Nicodemo, Wester

Against:

Abstain:

Preliminary budget discussion – Mr. Hamer sought input about the request for an appropriation to the Borough in connection with the 2017 Proposed Budget, indicating that this would give him direction in developing the draft. He noted that the overall flat funding this year led to reductions to materials, programs, and summer hours, and that since 2010 there has been just one increase of approximately \$20,000, while there has during that time period been decreases of \$230,000 (2010) and \$100,000 (2012). Mr. Hamer also reviewed how staff changes made since 2012, along with the implementation of energy efficient lighting during the renovation, have effected at least an additional \$100,000 in savings for the municipality.

Mr. Hamer reported that the one third mill amount in 2017 increased \$35,918, to \$960,736. The 2016 municipal appropriation is \$979,200. The Board discussed seeking a percentage increase on the municipal appropriation, or asking the Borough to keep the portion of the appropriation that is outside of the one third mill flat. There was agreement to have Mr. Hamer begin drafting a budget (and accompanying memo) that would seek from the municipality a flat funding of the portion that is outside of the millage, since this would create no increase in the Library portion of the Borough budget. Because of the increase in the one third mill rate in 2017, the Library would still benefit from an overall increase in funding.

Ms. Inguanti raised the question of monetizing the downstairs space in the Library, indicating that there may be interest from the Borough in developing an agreement with the Library that would entail utilizing some of the space for records storage. Ms. Fargo and Mr. McCarthy each remarked on records retention trending towards offsite storage that involves digitization of records, so that the physical items no longer need to be stored.

12. Adjournment

Motion: To adjourn the meeting

Moved: Wester **Seconded:** Armacost

For: Armacost, Fargo, Inguanti, Kajouras, Nicodemo, Wester

Against:

Abstain:

There being no further business before the Board, the meeting was adjourned at 8:20 p.m.

Respectfully submitted,



Cori Verdino