

**Rutherford Public Library Board of Trustees
Minutes for November 19, 2018 Meeting**

Open Meeting

1. Roll Call

Trustees Present	Ms. Wendy Armacost Ms Brenda Fargo Ms. Julie Kajouras Mr. Anthony Nocidemo Ms. Monica Rodriguez Ms. Krista Vellis Ms. Pat Wester Mr. Palmer Yale
------------------	---

Absent	Mr. James Rizzo
--------	-----------------

Staff Present	Mr. Judah Hamer, Director
---------------	---------------------------

Call to Order	The meeting was called to order at 7:05 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: Armacost **Seconded:** Rodriguez
For: Armacost, Fargo, Kajouras, Nicodemo, Rodriguez, Vellis, Wester, Yale
Against:
Abstain:

B. Approval of the Minutes

Motion: To approve the minutes of the October 15, 2018 open meeting.
Moved: Wester **Seconded:** Yale
For: Armacost, Fargo, Kajouras, Nicodemo, Wester, Vellis, Yale
Against:

Abstain: Rodriguez

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 on the refurbishment of the basement ceiling, discussing replacement of the tiles, painting of the grid and installation of new light fixtures. He noted that he will look to draw on labor provided by community service workers from Bergen County Probation to paint the room.

Mr. Hamer talked about the need for a repair to one of the two boilers, since there is a sudden and significant leak. While there is a second boiler, they rotate in servicing the building so this repair is a priority.

Mr. Hamer discussed the budget transfers, and he explained that the Library is under the budgeted amount for wages due to the positions that were open earlier in the year.

Mr. Hamer is proposing two new hires for Saturday rotation. These employees may also help provide substitute coverage at night.

Mr. Hamer related that the Friends of the Library Book Sale netted \$3,100, and that their backpack flier appeal brought in approximately \$1,000. The group is small and highly functioning, but they recognize they still need to build their membership. Ms. Rodriguez suggested that they pitch the Friends at the story hour to try to recruit some of the moms.

Mr. Hamer reported that the BCCLS membership did vote to launch a delivery service that is funded and sustained by the Cooperative. The first step in this endeavor is for BCCLS to hire a logistics coordinator.

Mr. Hamer closed with positive remarks about the summer reading program, touching on the statistics and positive experience for children, along with the outstanding efforts of Jane Tarantino.

7. Finance

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

8. Other reports:

Mayor (or Alternate) – No report. Mayoral appointees who are up for re-appointment are Ms. Vellis and Ms. Kajouras, and Mr. Nicodemo will reach out to the Mayor regarding their desire for reappointment.

Foundation – Liz Fichtel, President of the Library Foundation, was in attendance. She reported that the Foundation has tentatively set May 18, 2019 as the date for its annual Gala. The tentative date for the Speakeasy is October 5, 2019. She acknowledged and thanked Palmer Yale for volunteering for the open Director position on the Foundation board. The next scheduled Foundation meeting is January 17, 2019.

Legal – No Report

9. Old Business

None

10. New Business

— Mr. Hamer presented the draft budget and it was discussed.

Motion: To approve the appointment Erica Lee as Library Associate at an hourly rate of \$13.00, pursuant to Civil Service regulations.

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

Motion: To approve the appointment of Jessie Ribustello as a Library Associate at an hourly rate of \$13.00, pursuant to Civil Service regulations.

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

Motion: To make the following budget transfers: \$17,000 from Personnel to Maintenance and \$9,000 from Personnel to General Administration.

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

Motion: To amend the 2018 budget by removing the \$14,500 income line Capital Fund and by reducing by \$500 the Capital Fund Interest line.

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

Motion: To authorize Director to develop a Memorandum of Understanding whereby Rutherford Public Library serves as an evacuation site for the YMCA aftercare program that meets at Sylvan School.

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

Motion: To close the Library at 6:30 pm on December 17, 2018.

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

— Nominating committee will be Ms. Fargo and Ms. Wester.

— Mr. Yale recapped the materials covered at the recent New Jersey State Library and New Jersey Library Trustee Association event he attended. He assessed the all-day event as valuable and informative.

11. Adjournment

Motion: To adjourn the meeting.

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

There being no further business before the Board, the meeting was adjourned at 8:10 p.m.

Respectfully submitted,


Ceri Verdino