

**Rutherford Public Library Board of Trustees  
Minutes for November 20, 2017 Meeting**

**Open Meeting**

**1. Roll Call**

Trustees Present	Ms. Wendy Armacost Ms Brenda Fargo Ms. Julie Kajouras Mr. James Rizzo Ms. Monica Rodriguez Ms. Krista Vellis Ms. Pat Wester Mr. Palmer Yale
Absent	Mr. Anthony Nicodemo arrived 7:05
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. Wester read the provisions of the Open Public Meetings Act.

**3. President's Report**

**A. Agenda**

**Motion:** To approve the agenda.  
**Moved:** Armacost      **Seconded:** Vellis  
**For:** Armacost, Fargo, Kajouras, Rizzo, Rodriguez, Vellis, Wester, Yale  
**Against:**  
**Abstain:**

**B. Approval of the Minutes**

**Motion:** To approve the minutes of the October 18, 2017 open meeting.  
**Moved:** Wester      **Seconded:** Rodriguez  
**For:** Armacost, Fargo, Kajouras, Rodriguez, Wester, Yale  
**Against:**  
**Abstain:** Rizzo, Vellis

#### 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 a thank-you letter to the Library from the World War I Centennial Committee expressing appreciation for the Library's partnering on this initiative.

#### 6. Director's Report

Mr. Hamer summarized the budget transfer and reported that outside of Maintenance & Facilities expenses, the budget is on track in terms of actuals aligning closely with budgeted amounts.

Mr. Hamer briefed the Board on the request for funding about to be submitted to the Friends of the Library Board, which is modestly lower than that submitted in the preceding year due to the friends' Balance sheet. Mr. Hamer related the busy slate of activities and events organized by the Friends. This included their partnering with local PTAs to sponsor a showing and post-viewing discussion around the documentary *Screenagers*; providing a thank-you lunch to staff during National Friends of the Library week; receiving recognition at the Boiling Springs Bank for their social media presence.

Mr. Hamer highlighted programming. The World War I Centennial event brought 200 people into the facility. The very popular Music & Movement programs have been moved to the main floor, since the high level of community participation calls for a larger space; Mr. Hamer noted an advantage to this relocation is that the program location is much more integrated with the rest of the Library.

Mr. Hamer reported on Foundation activities, including the planning for a 1980s dance party scheduled in March and the efforts to secure Peggy Noonan as the honoree for the Fall Gala. The next Foundation meeting is Sunday, December 3, at 4 pm in the Library.

Mr. Hamer touched on the changes in BCCLS. He noted that the new billing formula, which provides greater transparency for BCCLS costs and provides a stronger path for financial sustainability. He noted that this new formula would how BCCLS charges appear in several sub-accounts in the Library budget. Mr. Hamer shared that Cindy Cezak, freshly retired from Paterson Public Library and formerly longtime director of Clifton Public Library, would serve as the BCCLS Interim Director.

Mr. Hamer noted the passage of the \$125 million Library Construction Bond Act.

Mr. Hamer discussed the need for the Board to meet the New Jersey State Library Standard for continuing education hours for Trustees, and that with each Trustee engaging in the reading material he provided for one hour the Library would exceed the 7-hour requirement.

Ms. Wester mentioned the Downtown Rutherford magazine article featuring the Library, with Mr. Hamer was on the cover.

## 7. Committee Reports

### A. Finance

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

## 8. Other reports:

Mayor (or Alternate) – Mr. Nicodemo reported that the proposed budget increase has been relayed to the Mayor.

Foundation – Ms. Wester had no additional report

Legal – no report

## 9. Old Business

None

## 10. New Business

### – 2018 Budget Review

Mr. Hamer reviewed the proposed budget section by section, using the draft budget working document as a reference point.

- **Income.** Mr. Hamer related that the income lines are basically static, and that proposed increase in request for funding from the municipality (about \$59,000, which amounts to a 5.8% increase)
- **Staffing.** Mr. Hamer summarized the increase as being reflective of the goal to upgrade a Library Associate position with a wage that would provide for hiring an English as a Second Language Teacher, who if qualified may also support children's programming by providing a program(s) in another language.
- **Public Programs.** Mr. Hamer noted the effort to continue to keep these lines intact, both because of the emerging profile of adult programs and the new need to supplement children's programming funds from the Friends in order to sustain the current program level.
- **Materials.** Mr. Hamer has built in a 2% increase overall, and has also incorporated about \$8,000 for the support of Hoopla, the streaming content services that was previously provided through BCCLS.
- **Telecommunications & network infrastructure.** Mr. Hamer reviewed changes related to the new BCCLS billing formula. He also noted the new computers are typically paid for with Capital Funds.

Ms. Armacost suggested that the Memo issue to the Mayor and Council requesting the Municipal Appropriation might highlight the Library's financial support of the Bulldog Academy, and that it might also emphasize the that the Friends have for many years now paid for all children's programming. Mr.

Yale asked about how much the Friends bring in. Mr. Hamer said the Friends have given over \$15,000 in the past year; Mr. Yale expressed that this level of financial support is impressive.

- Budget transfer

**Motion:** To transfer \$12,500 from Personnel to Maintenance & Facilities.

Moved: Armacost      Seconded: Vellis

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

Against:

Abstain:

- Nominations committee

Ms. Kajouras formed the nominations committee. Ms. Fargo, Ms. Wester and Mr. Rizzo volunteered.

- Phase II renovation subcommittee

Ms. Kajouras formed the Phase II renovation committee. Ms. Vellis, Ms. Armacost, and Ms. Kajouras will sit on this committee. There was a brief discussion of the need to discuss work on the outside of the Library with Rose Inguanti.

- Holiday party

There was a brief discussion of the Holiday Party. The Board consented to moving the start time of the December 18, 2017 meeting to 6:30 p.m to accommodate the event. Mr. Hamer will handle the early closing, invitations to the Boards of the Foundation and Friends of the Library and staff, along with other party details. He indicated the scope and format would be like last year.

## 11. Adjournment

**Motion:** To adjourn the meeting.

Moved: Armacost      Seconded: Wester

For: Armacost, Fargo, Kajouras, Nicodemo, Rizzo, 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,



Cori Verdino