

**Rutherford Public Library Board of Trustees  
Minutes for November 21, 2016 Meeting**

**Open Meeting**

**1. Roll Call**

Trustees Present	Ms. Wendy Armacost Ms. Brenda Fargo Ms. Julie Kajouras Ms. Rose Inguanti Ms. Pat Wester Ms. Krista Vellis
Absent	Mr. Anthony Nicodemo Mr. James Rizzo Ms. Monica Rodriguez
Staff Present	Mr. Judah Hamer, Director
Others present	None
Call to Order	The meeting was called to order at 7:19 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  
**Moved:** Armacost      **Seconded:** Kajouras  
**For:** Armacost, Fargo, Kajouras, Inguanti, Wester, Vellis  
**Against:**  
**Abstain:**

**B. Approval of the Minutes**

**Motion:** To approve the minutes of the October 17, 2016 meeting  
**Moved:** Armacost      **Seconded:** Wester  
**For:** Armacost, Fargo, Kajouras, Inguanti, Wester  
**Against:**  
**Abstain:** Vellis

#### **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**

None

#### **6. Director's Report**

Mr. Hamer reported that Sedco has done due diligence to resolve the soundproofing of the bathrooms, and that the architect has indicated the possibility of a minor flaw in the original specifications. While progress has been made, the problem is not entirely resolved. Additional work on this issue can be delayed since this is not an emergency, and it is advisable that the problem be further researched prior to any more involved solution is pursued. Otherwise, there are a couple of very minor tasks to complete, in addition to the wrap-up paperwork. Once these items and paperwork are complete the final payment can be released.

Mr. Hamer reported on a leak associated with the HVAC ductwork located on the 1957 building roof. The water does not sheet off the ductwork properly, and over time this has caused corrosion; now the water is penetrating the ceiling grid. A repair needs to be made in order to prevent further damage to the building or to the electrical work. AES HVAC has provided an estimate for this emergency repair, and Mr. Hamer has advised the Board to use \$11,190 in capital funds towards the cost of this repair. The remainder of the cost can be covered within the regular operating budget.

Mr. Hamer reviewed his recommendation to bring Natalie Hofmann from part-time to full-time, filling the vacant Library Associate position. He also recommended adjusting Judith Morrone's hours to full-time. These changes would position the Library to provide a higher level of staffing support for children's services, especially for programming. Attendance at children's programs has risen by 50% since 2012.

Ms. Armacost requested an updated organizational chart, along with an image of the staff in order to help the Board put names with faces.

Mr. Hamer commented that after-school times at the Library have been extremely busy, with heavy uses of the facility by many community members, especially children.

Mr. Hamer noted that the Joint Legislative Resolution recognizing the Rutherford Public Library's renovation and contributions to the community is likely due to advocacy from Assemblyman Schaer, who has made visits to the Library during and after the construction project.

## 7. Committee Reports

### A. Finance

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

## 8. Other reports:

### Nominating Committee

**Motion:** To approve the nomination and election of Julie Kajouras as President, effective January 1, 2017.  
**Moved:** Wester                      **Seconded:** Vellis  
**For:** Armacost, Fargo, Kajouras, Inguanti, Wester, Vellis  
**Against:**  
**Abstain:**

**Motion:** To approve the nomination and election of Wendy Armacost as Vice President, effective January 1, 2017.  
**Moved:** Vellis                      **Seconded:** Kajouras  
**For:** Armacost, Fargo, Kajouras, Inguanti, Wester, Vellis  
**Against:**  
**Abstain:**

**Motion:** To approve the nomination and election of James Rizzo as Treasurer, effective January 1, 2017.  
**Moved:** Armacost                      **Seconded:** Vellis  
**For:** Armacost, Fargo, Kajouras, Inguanti, Wester, Vellis  
**Against:**  
**Abstain:**

**Motion:** To approve the nomination and election of Pat Wester as Secretary, effective January 1, 2017.  
**Moved:** Vellis                      **Seconded:** Armacost  
**For:** Armacost, Fargo, Kajouras, Inguanti, Wester, Vellis  
**Against:**  
**Abstain:**

### Mayor (or Alternate)

Ms. Inguanti mentioned that there is interest from the Borough in the possibility of storing documents in the Library basement. There was brief discussion of a shared services agreement accounting for the value of this service.

Foundation

Ms. Wester reported that all tax returns are filed for the Foundation. Ms. Vellis suggested that in 2017 the Gala attendees be provided tax receipts for donations.

Legal

No Report

**9. Old Business**

Holiday Parade

About 10 people plan to participate in the parade on behalf of the Library. Representing the Library as the Honoree/Grand Marshall will be Trustees, along with board members from the Foundation and Friends groups. Kim Bogosian has designed a banner to be carried by the representatives.

**10. New Business**

Finance:

**Motion:** To transfer \$5,000 from Salaries & Fringe to Maintenance & Facilities.

Moved: Armacost      Seconded: Kajouras

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

Against:

Abstain:

**Motion:** To authorize the expenditure of \$11,190 of capital funds for HVAC repairs to address the emergency repair to the HVAC system.

Moved: Fargo      Seconded: Wester

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

Against:

Abstain:

Personnel:

**Motion:** To appoint Natalie Hofmann to a full-time Library Associate position, pursuant to Civil Service procedures.

Moved: Wester      Seconded: Velis

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

Against:

Abstain:

**Motion:** To appoint Judy Morrone to a full-time Library Assistant position, pursuant to Civil Service procedures.

Moved: Armacost      Seconded: Vellis

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

Against:

Abstain:

**Motion:** To close the Library at 7:00pm on December 19<sup>th</sup> for the holiday party.

Moved: Wester                      Seconded: Kajouras

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

Against:

Abstain:

## 11. Adjournment

**Motion:** To adjourn the meeting

Moved: Armacost                      Seconded: Vellis

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

Against:

Abstain:

There being no further business before the Board, the meeting was adjourned at 8:09 p.m.

Respectfully submitted,



Cori Verdino