

**Rutherford Public Library Board of Trustees
Minutes for December 18, 2017 Meeting**

Open Meeting

1. Roll Call

Trustees Present	Ms. Wendy Armacost Ms. Julie Kajouras arrived at 6:40 pm Mr. Anthony Nicodemo Mr. James Rizzo Ms. Monica Rodriguez Ms. Pat Wester Mr. Palmer Yale
Absent	Ms Brenda Fargo Ms. Krista Vellis
Staff Present	Mr. Judah Hamer, Director
Call to Order	The meeting was called to order at 6:34 p.m. by Ms. Armacost

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: Yale **Seconded:** Rodriguez
For: Armacost, Nicodemo, Rizzo, Rodriguez, Wester, Yale
Against:
Abstain:

B. Approval of the Minutes

Motion: To approve the minutes of the November 20, 2017 open meeting.
Moved: Rodriguez **Seconded:** Webster
For: Armacost, Nicodemo, Rizzo, Rodriguez, Wester, Yale
Against:
Abstain:

4. Hearing of the citizens

Ms. Armacost 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 Personnel Policy. Mr. Yale and Ms. Fargo will review the draft prior to Board distribution. The reorganization of the policy will make it easier to audit it alongside that of the Borough's, and additions are designed to address components required by the Library (and Borough) Insurer.

The Friends of the Library approved the request for 2018 programmatic support. Mr. Hamer related their diversification of their fundraising activities. He commented that income is down and will continue to be due to the changing nature of the book sales and the used book marketplace.

Mr. Hamer reported that the roof recently leaked again, and staff member Nabil Farag used roof cement to patch the leak. Mr. Hamer indicated that the age of the roof is not clearly documented in the Library files, and that it likely dates to the 1974-75 expansion of the building. Mr. Hamer initiated discussion with Mr. Stetler and Ms. Inguanti at Borough Hall since replacement of the roof would be a major municipal expenditure. The next step is to have it evaluated.

Mr. Hamer reported on the problem with the boilers and that the estimated cost of a new pump is \$7,000. Ms. Kajouras asked about a maintenance plan that was in place several years ago. Mr. Hamer reported on the current approach to maintenance.

Mr. Hamer discussed the proposed budget transfers.

7. Committee Reports

A. Finance

Motion: To approve payment of bills enclosed in packet with additions.

Moved: Armacost Seconded: Rizzo

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

Against:

Abstain:

Ms. Armacost inquired about the vendor related to the product *Starlings*, a newer technology that encourages parents to speak to their babies by tracking language use through a range of metrics. Mr. Hamer reported that the Library will begin a lending program of these in early 2018.

8. Other reports:

Election of Officers

Motion: To approve the nomination and election of Julie Kajouras as President, effective January 1, 2018.

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

Motion: To approve the nomination and election of Wendy Armacost as Vice President, effective January 1, 2018.

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

Motion: To approve the nomination and election of James Rizzo as Treasurer, effective January 1, 2018.

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

Motion: To approve the nomination and election of Pat Wester as Secretary, effective January 1, 2018.

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

Mayor (or Alternate) – Mr. Nicodemo reported that there was no report.

Foundation – Ms. Wester reported planning for a Speakeasy fundraiser in March. Peggy Noonan is a good possibility for the Gala or another Fall fundraiser such as a meet and greet with a book signing.

Legal – no report

9. Old Business

None

10. New Business

- Budget transfers

Motion: To transfer \$5,000 from Personnel to Maintenance & Facilities.

Moved: Rizzo Seconded: Wester

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

Against:

Abstain:

Motion: To transfer \$5,000 from Personnel to Materials.

Moved: Rizzo Seconded: Wester

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

Against:

Abstain:

- 2018 Meeting Dates

Mr. Hamer distributed the 2018 Board Meeting schedule. He and Ms. Kajouras noted the meetings are moved to the 4th Monday of the month in January and February due to holidays, and in August due to vacation schedules.

11. Adjournment

Motion: To adjourn the meeting.

Moved: Armacost Seconded: Wester

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

Against:

Abstain:

There being no further business before the Board, the meeting was adjourned at 7:01 p.m.

Respectfully submitted,



Cori Verdino