

**Rutherford Public Library Board of Trustees
Minutes for February 13, 2017 Meeting**

Open Meeting

1. Roll Call

Trustees Present	Ms. Wendy Armacost Ms. Brenda Fargo Ms. Julie Kajouras Ms. Monica Rodriguez Ms. Krista Vellis Ms. Pat Wester Mr. Palmer Yale
Absent	Mr. Anthony Nicodemo Mr. James Rizzo
Staff Present	Mr. Judah Hamer, Director
Others present	Mr. Jim McCarthy
Call to Order	The meeting was called to order at 7:09 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, Rodriguez, Vellis, Wester, Yale
Against:
Abstain:

B. Approval of the Minutes

Motion: To approve the minutes of the January 9, 2017 meeting
Moved: Wester **Seconded:** Fargo
For: Armacost, Fargo, Kajouras, Vellis, Wester
Against:
Abstain: Rodriguez, Yale

C. Approval of the Minutes

Motion: To approve the minutes of the January 9, 2017 closed meeting
Moved: Fargo **Seconded:** Vellis
For: Armacost, Fargo, Kajouras, Vellis, Wester
Against:
Abstain: Rodriguez, Yale

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 meeting with Councilwoman Stephanie McGowan and Executive Assistant Rose Inguanti about the budget, along with Treasurer James Rizzo and President Julie Kajouras. During the meeting Councilwoman McGowan was very complimentary of the efforts of the Board and staff on both the renovation and the new directions in services the Library has taken over the past few years. Both Ms. McGowan and Ms. Inguanti indicated they will support the budget as presented.

Mr. Hamer reported on the proposed action item to move the Library's operating account to BCB Bank from Wells Fargo, since BCB has been so supportive of the Foundation fundraising efforts. Ms. Rodriguez noted that, with Mr. Rizzo on the Library Board as the Treasurer and his being an officer at BCB, the auditor could again flag a conflict with our having accounts at BCB. Several concurred with the concern about the audit review of this potential change.

Mr. Hamer reported that he is working on the annual State Report, completion of which is required to receive State Aid and more significantly to remain a member in good standing in BCCLS.

Mr. Hamer reported on the millwork progress, with installation tentatively scheduled for March.

Mr. Hamer reported on the staff's launch of the mobile internet lending program, which has been well-received by the public.

Mr. Hamer noted that the Literary Character Contest mounted by the Friends of the Library was covered in both the print and online editions of The Record. He added that the Edible Book Festival is coming up at the end of March, and the Book Sale is at the end of April.

Mr. Hamer offered copies of the Annual Audit for trustees to review.

Ms. Rodriguez asked about the status of the technology classes. Mr. Hamer reported that attendance is small but steady, and he indicated that this was the case when the staff were re-building the ESL program, adding that it took almost a year or so for the programs to catch on. Mr. Hamer indicated that he and the adult services librarians teaching these classes, Rhoda Portugal and Sara Keegan, would

continue to monitor attendance and interest in different class offerings as part of an ongoing evaluation of this initiative.

7. Committee Reports

A. Finance

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

8. Other reports:

Mayor (or Alternate) – No report

Foundation – Ms. Wester reported that the Foundation Directors met Thursday, February 9, 2017 to discuss planning for the Gala, which has begun. She reminded everyone that it will be held on May 13, 2017 at Il Villaggio, adding that save-the-dates were sent recently. Mr. Wester noted the great success of last year's event, and reported that this year Michael and Tracy Paskas will be the honorees. Ms. Wester confirmed that tickets are \$150, and a table for ten is \$1500. She asked the Trustees to continue to help with ticket sales.

Legal – Mr. McCarthy reported on his and Library Director Judah Hamer's meeting with the Union on January 3 and 10, 2017. He distributed the Memorandum of Agreement drawn up between the Union and the Board, highlighting the 2.75% increase and also noting that this is a straight increase since the contract does not contain steps. He also reviewed the Terminal Leave item in the contract, along with the request for payment of American Library Association dues for professional staff.

Ms. Rodriguez asked what the increases were for the Borough employees. Mr. McCarthy commented that while the negotiated increases are smaller percentages, these percentages are in addition to step-related increases that are built into all other municipal contracts. These steps effect larger increases than those given to Library employees because steps were removed from the last contract. Mr. McCarthy noted that in real dollars, these increases are significantly less.

A follow-up question from the Board is whether there is a cap on the sick leave that people can carry over. Mr. Hamer replied that there is not one, and one reason for this is that Library employees do not have employer-provided short-term disability, so the ability to carry sick leave enables an employee to build up a reserve of paid sick leave for an extended illness.

Mr. McCarthy reviewed the paid time off requests in the Memorandum. Mr. McCarthy indicated that these requests are with one exception memorializing the decades-long practice of the institution, which is to close Labor Day weekend (Saturday and Monday). The Union's request to close at 1 pm on Thanksgiving Eve brings this early closing in alignment with that of New Year's Eve, which creates consistency in calendaring and messaging to the public.

Mr. McCarthy reviewed the sick leave donation portion of the Memorandum, whereby employees can donate sick time to other employees who have a catastrophic illness. He detailed the particulars of the procedure for implementation, including compliance and alignment with FMLA guidelines, eligibility of the employees giving or receiving sick time, and the approval process.

Mr. McCarthy conveyed that if these terms are agreeable to the Board, he would draft the contract.

9. Closed Session

WHEREAS, the "Open Public Meetings Act" requires that a public body adopt a resolution at an open meeting before going into closed session to discuss a matter which excludes the public as permitted under Section 7b;

NOW, THEREFORE, BE IT RESOLVED, that the Library Board of Trustees will hold a closed meeting on Monday, February 13, 2017 at 8:09 PM in the Library to discuss contract matters.

BE IT FURTHER RESOLVED, that the outcome of this discussion will be disclosed to the public when there is no further need for confidentiality.

10. Old Business

Union negotiations

Motion: *To authorize the President to sign a three-year contract with supervisory and non-supervisory bargaining units of CWA Local 1031 as per the Memorandum of Agreement.*

Moved: Wester Seconded: Rodriguez

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

Against:

Abstain:

11. New Business

BCB Bank

Motion: To authorize the Director to shift the operating account from Wells Fargo to BCB Rutherford.

Moved: Armacost Seconded: none

For:

Against:

Abstain:

12. Adjournment

Motion: To adjourn the meeting

Moved: Vellis Seconded: Wester

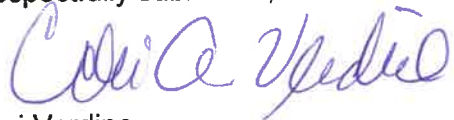
For: Armacost, Fargo, Kajouras, Rodriguez, Vellis, Wester, Yale

Against:

Abstain:

There being no further business before the Board, the meeting was adjourned at 8:57 p.m.

Respectfully submitted,



Cori Verdino