

**Rutherford Public Library Board of Trustees  
Minutes for February 26, 2018 Meeting**

**Open Meeting**

**1. Roll Call**

Trustees Present	Ms. Julie Kajouras Mr. Anthony Nicodemo Mr. James Rizzo Ms. Monica Rodriguez Mr. Palmer Yale
Absent	Ms. Wendy Armacost Ms Brenda Fargo Ms. Krista Vellis Ms. Pat Wester
Staff Present	Mr. Judah Hamer, Director
Call to Order	The meeting was called to order at 7:01 p.m. by Ms. Kajouras

**2. Provisions of the Open Public Meetings Act**

Mr. Hamer read the provisions of the Open Public Meetings Act.

**3. President's Report**

**A. Agenda**

**Motion:** To approve the agenda.  
**Moved:** Rodriguez      **Seconded:** Yale  
**For:** Kajouras, Nicodemo, Rizzo, Rodriguez, Yale  
**Against:**  
**Abstain:**

**B. Approval of the Minutes**

**Motion:** To approve the minutes of the January 22, 2018 open meeting.  
**Moved:** Yale      **Seconded:** Rizzo  
**For:** Kajouras, Nicodemo, Rizzo, Rodriguez, Yale  
**Against:**  
**Abstain:**

#### **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 reminded Trustees that this is the time of the year they will be asked to complete the annual filing of the financial disclosure forms. He will follow up with the Borough Clerk's office about their distribution.

Mr. Hamer reported that the major work on the boilers is complete, and that there was some water leakage from one of the boilers that has been resolved. He added that the next challenge to review in the building is the roof, and that he would be contacting firms to assess it and develop quotes for repair or replacement.

Mr. Hamer provided an overview of the New Jersey State Library handling of the Library Construction Bond Act grants at this point. The grant applications and rules will be released in the early fall, and in the meanwhile he will begin to conceptualize the phase two construction work in the grant terms he anticipates will position the Library successfully to compete for funds. Mr. Hamer related that the Library will need to have a professional complete a building assessment, and one way to fund this might be to reallocate funds from the now vacant Library Associate position. Ms. Kajouras requested Mr. Hamer to monitor staffing levels to ensure the staff is not overburdened.

Mr. Hamer updated the Trustees on the status of the library delivery system. Mr. Hamer serves on the BCCLS delivery task force. A second delivery company may be hired by BCCLS because it is anticipated that the company now handling delivery will draw down their level of service as they exit their contract with Library Link New Jersey (LLNJ). Mr. Hamer conveyed the costs of delivery and that this may need to be added into the BCCLS bill over time.

Mr. Hamer noted that the upcoming Foundation "Speakeasy" fundraiser save-the-dates have been released online, primarily via social media. He indicated there to be a need to close the Library early the day of the event in order to complete set-up. While there is book sale here that day, it targets a different audience, and Mr. Hamer will arrange staffing so that both the Friends and the Foundation have adequate support. A Trustee inquired about the Peggy Noonan event, and Mr. Hamer said it looks promising she will commit but that setting a date is still in the works. He relayed that Ms. Noonan apparently prefers a Q&A rather than a lecture format. Brief discussion of the need for a facilitator for this event led to the suggestion of Mr. Brian Ersalesi by Ms. Rodriguez.

Mr. Hamer will in the coming two weeks focus on the completion of the annual report to the State Library.

Mr. Hamer noted that he included in the board packet a Memo to Executive Secretary Rose Inguanti regarding removal of select trees and shrubs in front of the Library building.

## 7. Committee Reports

### A. Finance

**Motion:** To approve payment of bills enclosed in packet with additions.  
**Moved:** Rizzo                      **Seconded:** Rodriguez  
**For:** Kajouras, Nicodemo, Rizzo, Rodriguez, Yale  
**Against:**  
**Abstain:**

## 8. Other reports:

Mayor (or Alternate) – Mr. Nicodemo – no report

Foundation – no report

Legal – no report

## 9. Old Business

- None

## 10. New Business

- Public Library Association Conference is in March in Philadelphia. Mr. Hamer will attend, as will librarians Rhoda Portugal, Sara Keegan, and Jane Tarantino.
- Ms. Kajouras noted the timing of the Trustee Institute provided jointly by New Jersey Library Trustee Association and the State Library. It takes place in September. He encouraged Trustees to attend, especially if they have not done so. Ms. Kajouras reported on her own rewarding participation in this educational opportunity.
- Ms. Rodriguez asked that, in light of the recent school shooting in Florida, if there are discussions regarding the possibility of this kind of incident occurring in libraries. Mr. Hamer said that they don't focus on it specifically, but libraries are a soft target and seeking training for staff would be helpful. Ms. Rodriguez inquired if there was a safety plan. Mr. Hamer affirmed one exists, and that staff are certainly due for a periodic review and also, if possible, an active shooter training session provided by local law enforcement.

## 11. Adjournment

**Motion:** To adjourn the meeting.  
**Moved:** Rodriguez                      **Seconded:** Rizzo  
**For:** Kajouras, Nicodemo, Rizzo, Rodriguez, Yale  
**Against:**  
**Abstain:**

There being no further business before the Board, the meeting was adjourned at 7:44 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Cori Verdino".

Cori Verdino