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:

February 28, 2018
Page 3 of 4
There being no further business before the Board, the meeting was adjourned at 7:44 p.m.

Respectfully submitted,

Cori Verdino