

**Rutherford Public Library Board of Trustees
Minutes for March 18, 2019 Meeting**

Open Meeting

1. Roll Call

Trustees Present

Ms. Wendy Armacost
Ms Brenda Fargo
Ms. Julie Kajouras
Mr. Anthony Nicodemo
Ms. Monica Rodriguez
Ms. Krista Vellis
Ms. Pat Wester

Absent

Mr. James Rizzo
Mr. Palmer Yale

Staff Present

Mr. Judah Hamer, Director

Call to Order

The meeting was called to order at 7:04 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

Ms. Kajouras reported on her participation in *Mission Possible, BCCLS Library Advocacy Day*. This program covered strategies for engaging legislators and other stakeholders in order to win their support. Ms. Kajouras praised the program and noted that this earned the Board three of its seven required hours of continuing education for 2019. She distributed copies of the information packets from the program and asked Trustees to read them.

A. Agenda

Motion: To approve the agenda

Moved: Wester Seconded: Vellis

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

Against:

Abstain:

B. Approval of the Minutes

Motion: To approve the minutes of the February 11, 2019 open meeting.

Moved: Wester Seconded: Armacost

For: Armacost, Kajouras, Wester

Against:

Abstain: Fargo, Rodriguez, Vellis

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 on the completion of the carpet installation in the auditorium, indicating that the tiles are the same as the main floor and mezzanine. The tiles are installed with active adhesive, which makes it possible to remove/reinstall them if a stain needs to be removed.

Mr. Hamer relayed that the Library passed the fire inspection.

Mr. Hamer said that the annual report submitted to the State Library has been completed. He commented that select financial details provided by the Borough Chief Financial Officer are typically the final components done in the report, since these figures depend on the Borough having closed out the prior fiscal year.

Mr. Hamer reported that he would be presenting an overview of the budget to Mayor & Council on Monday, March 25, 2019.

Mr. Hamer summarized the Friends of the Library fundraising efforts, discussing the upcoming Edible Book Festival and the exploration of a music concert featuring local resident Rosemarie Loar.

Mr. Hamer asked Trustees to focus their efforts in support of the Foundation Gala, scheduled for May 11, 2019, on selling tickets. He noted that the price is same as last year. The honoree for this year is the Top Dawgs organization. Discussion ensued about the viability of inviting select "buddies" from the program. Ms. Vellis also inquired whether Access for All was invited. Ms. Rodriguez asked if we could

make a suggestion to the Foundation to see if they would like to ask the Mayor and Council if they would like to donate their tickets to some of the Top Dawg kids' families. Ms. Vellis said she would mention this idea to Kim Bogosian, Vice President of the Foundation.

Ms. Kajouras mentioned that the Presidents of the Friends, the Foundation and the Board have scheduled a joint leadership dinner. This is an opportunity to check in about the activities of these groups in conjunction with the work of the Library.

7. Finance

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

8. Other reports:

Mayor (or Alternate) – No report.

Foundation – Reported above.

Legal – No Report

9. Old Business

None

10. New Business

Mr. Hamer presented the request from the Borough to utilize some of the basement level of the Library to store old files that would rarely need to be accessed. He has identified a room that is about 10x15 feet that would be suitable for this purpose. The Borough would assume responsibility for clearing out the space and fitting it up with shelving.

Motion: To authorize the Library Director and legal counsel Jim McCarthy to draft and expedite a Memorandum of Agreement for sharing space in the basement of the Library with the Borough.

Moved: Wester **Seconded:** Rodriguez
For: Armacost, Fargo, Kajouras, Rodriguez, Vellis, Wester
Against:
Abstain:

Ms. Kajouras inquired about the status of young adult materials circulation. Mr. Hamer commented that the circulation is modest because the investment in materials represents around 2.5% of the total materials budget. Ms. Rodriguez described the programs and services for young adults that used to be a component of the Library's service profile. The discussion touched on the fact that these services call for a full time librarian dedicated engaging young adults. Conversation about how young adults currently connect with the Library ensued.

11. Adjournment

Motion: To adjourn the meeting.

Moved: Armacost Seconded: Vellis

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

Against:

Abstain:

There being no further business before the Board, the meeting was adjourned at 8:17 p.m.

Respectfully submitted,



Cori Verdino