

**Rutherford Public Library Board of Trustees  
Minutes for March 19, 2018 Meeting**

**Open Meeting**

**1. Roll Call**

Trustees Present	Ms. Wendy Armacost Ms Brenda Fargo Ms. Julie Kajouras Mr. Anthony Nicodemo Mr. James Rizzo Ms. Monica Rodriguez (arrived 7:03pm) Ms. Krista Vellis Ms. Pat Wester Mr. Palmer Yale
Absent	None
Staff Present	Mr. Judah Hamer, Director
Call to Order	The meeting was called to order at 7:00 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 with two amendments.  
**Moved:** Fargo                      **Seconded:** Armacost  
**For:** Armacost, Fargo, Kajouras, Nicodemo, Rizzo, Vellis, Wester, Yale  
**Against:**  
**Abstain:**

**B. Approval of the Minutes**

**Motion:** To approve the minutes of the February 26, 2018 open meeting.  
**Moved:** Rizzo                      **Seconded:** Vellis  
**For:** Kajouras, Nicodemo, Rizzo, Yale  
**Against:**  
**Abstain:** Armacost, Fargo, Vellis, Wester

#### 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 that the annual report to the State Library has been completed. He also reported on the budget presentation he made to the Mayor and Council.

Mr. Hamer discussed a refrigerant leak in the HVAC system; the service company is still working on isolating the trouble source in order to fix it. Mr. Hamer related that this work is labor intensive, and that this would be reflected in billing by AES, Inc.

Upcoming fundraisers highlighted by Mr. Hamer are the Edible Book Festival, the Speakeasy, and the Book Sale. He encouraged Trustees to stop at the Festival.

Mr. Hamer noted that the Library needs to hire a professional to complete a building needs assessment in preparation for the application for funds available through the Library Construction Bond Act.

Upcoming staff changes related by Mr. Hamer include the pending departure of a Library Associate who has completed her Masters in Information Science program and is now pursuing full-time professional employment. Mr. Hamer also related that there is one staff member who has been out on medical leave (the date of return to be determined), and a vacant Library Associate position. He will review the budget in preparation of the April meeting to make recommendations for how to address the staffing shortfalls.

A trustee inquired if the Library can hire temporary employees to help with staffing shortfalls. Mr. Hamer replied that this is permissible; he added that recruitment for the shifts impacted by shortfalls (e.g., nights and Saturdays) is a major challenge.

#### 7. Committee Reports

##### A. Finance

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

Moved: Wester                      Seconded: Armacost

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

Against:

Abstain:

**8. Other reports:**

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

Foundation – Ms Kajouras reported on the Speakeasy planning. She shared that the organization of the event is smooth, and that part of the approach for raising funds during the evening would be to solicit donations for specific needs. E.g., classes, books, museum passes, and programs for children. Ms. Kajouras let Trustees know that print invitations to the event would be mailed in about one week, and that in the meanwhile marketing and publicity material for the event would be released via social media.

Legal – no report

**9. Old Business**

– None.

**10. New Business**

– Close Library at 1 p.m. on April 28, 2018 to prepare for the Speakeasy fundraiser.

**Motion:** To close the Library at 1:00 p.m. on April 28, 2018 to prepare for the Speakeasy fundraiser.

Moved: Rizzo                      Seconded: Wester

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

Against:

Abstain:

**11. Adjournment**

**Motion:** To adjourn the meeting.

Moved: Armacost        Seconded: Fargo

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

Against:

Abstain:

There being no further business before the Board, the meeting was adjourned at 7:24 p.m.

Respectfully submitted,



Cori Verdino