

**Rutherford Public Library Board of Trustees
Minutes for April 16, 2018 Meeting**

Open Meeting

1. Roll Call

Trustees Present

Ms Brenda Fargo
Ms. Julie Kajouras
Mr. Anthony Nicodemo
Mr. James Rizzo
Ms. Monica Rodriguez
Mr. James Rizzo
Ms. Pat Wester
Mr. Palmer Yale

Absent

Ms. Wendy Armacost
Ms. Krista Vellis

Staff Present

Mr. Judah Hamer, Director

Call to Order

The meeting was called to order at 7:05 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 additions
Moved: Rizzo **Seconded:** Rodriguez
For: Fargo, Kajouras, Nicodemo, Rizzo, Rodriguez, Wester, Yale
Against:
Abstain:

B. Approval of the Minutes

Motion: To approve the minutes of the March 19, 2018 open meeting.
Moved: Wester **Seconded:** Fargo
For: Fargo, Kajouras, Nicodemo, Rizzo, Rodriguez, Wester, 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 reported on personnel. Ellen Frank Collina has retired from her position as the Head of Circulation. Mr. Hamer indicated there to be an internal candidate for this role. Kristen Rasczyk has left for a professional-level position in Glen Rock Library, having just earned her Masters in Information Science. Mr. Hamer noted that Ms. Rasczyk will remain on payroll, as she has agreed to continue on Saturday rotation until the summer and also occasionally to substitute.

Mr. Hamer summarized the full-time positions that are open and proposed a minor reconfiguration of the staffing structure that would enable the Library to devote more staff resources to ESL instruction. Mr. Hamer proposes the funds for two full-time Library Associate positions be restructured in order to fund one ESL teaching position and one part-time Library Associate position. He noted there are not enough funds to hire both a full-time ESL teacher and a full-time Library Associate because the ESL teacher will be compensated at a higher rate. To balance the wages budget in conjunction with this change, the funds set aside for the basement clean-up can be used and that project delayed. Ms. Wester suggested trying to get volunteers for the basement project. Mr. Hamer said that there are disposition decisions that need to be made by someone on staff, but with this and a select group of volunteers such an approach could work.

Mr. Hamer reported that only thirty-five Speakeasy tickets have been sold. He indicated the need to push tickets in order to make this fundraiser a success.

Mr. Hamer summarized the BCCLS switch of a major digital content vendor. He said that each of these vendor contracts have constraints and challenges, especially compared to the acquiring of traditional print and media. He indicated that an advantage of the BCCLS return to the vendor Overdrive is that there is now the capacity to acquire titles for local use only for their first six months (of ownership by the local library). After six months the library is required to release it to the shared pool of titles. This configuration incentivizes libraries to spend their own dollars on the content, and it will enable libraries better to manage their hold queues and supply patrons with popular materials.

Mr. Hamer explained that the problems with inter-library delivery continue, since the intermediate company has exercised its thirty-day cancellation clause in the contract with BCCLS. As a result, BCCLS will need temporarily to use the intermediate system provided by Library Link New Jersey (LLNJ). After yet another transition, BCCLS and the rest of the State will return to the delivery vendor that has been in use for the past three years. As a result of this instability, BCCLS is investigating how to fund its own delivery service.

7. Committee Reports

A. Finance

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

8. Other reports:

Mayor (or Alternate) – Mr. Nicodemo – no report for open session

Foundation – Ms Kajouras received information from Ms. Peterson regarding the number of tickets. Also need volunteers for set up/clean up etc.

Legal – no report

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, April 16, 2018 at 7:37 p.m. in the Library to discuss a personnel matter.

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

– None.

11. New Business

– Close Library at 5 p.m. on April 19, 2018 for a staff reorganization meeting.

Motion: To close the Library at 5:00 p.m. on April 19, 2018 for a staff reorganization meeting.
Moved: Rizzo **Seconded:** Rodriguez
For: Fargo, Kajouras, Nicodemo, Rizzo, Rodriguez, Wester, Yale
Against:
Abstain:

Motion: To give a 2.5% salary increase to Library Director Judah Hamer, effective April 1, 2018.

Moved: Yale Seconded: Rodriguez

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

Against:

Abstain:

Mr. Yale reported that the Board will pay for a "Technology Reimbursement" for Mr. Hamer, as well. The Board will reimburse a portion of his phone as well as purchasing an iPad or laptop for Library use for Mr. Hamer.

Motion: To approve the appointment of Danielle Cassano as an Account Clerk at an hourly rate of \$20, pursuant to Civil Service regulations.

Moved: Rodriguez Seconded: Wester

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

Against:

Abstain:

12. Adjournment

Motion: To adjourn the meeting.

Moved: Rizzo Seconded: Wester

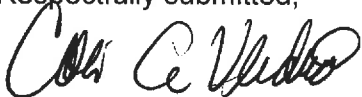
For: Fargo, Kajouras, Nicodemo, Rizzo, Rodriguez, Wester, Yale

Against:

Abstain:

There being no further business before the Board, the meeting was adjourned at 9:05 p.m.

Respectfully submitted,



Cori Verdino