

**Rutherford Public Library Board of Trustees  
Minutes for April 17, 2017 Meeting**

**Open Meeting**

**1. Roll Call**

Trustees Present	Ms. Wendy Armacost Ms. Brenda Fargo Ms. Julie Kajouras Mr. James Rizzo Ms. Pat Wester Mr. Palmer Yale
Absent	Mr. Anthony Nicodemo Ms. Monica Rodriguez Ms. Krista Vellis
Staff Present	Mr. Judah Hamer, Director
Others present	Mr. Jim McCarthy
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**

**A. Agenda**

**Motion:** To approve the agenda  
**Moved:** Armacost                      **Seconded:** Wester  
**For:** Armacost, Fargo, Kajouras, Rizzo, Wester, Yale  
**Against:**  
**Abstain:**

**B. Approval of the Minutes**

**Motion:** To approve the minutes of the March 20, 2017 open meeting  
**Moved:** Armacost                      **Seconded:** Wester  
**For:** Armacost, Kajouras, Yale  
**Against:**  
**Abstain:** Fargo, Rizzo, Wester

**Motion:** To approve the minutes of the April 17, 2017 closed meeting  
**Moved:** Armacost                      **Seconded:** Wester  
**For:** Armacost, Kajouras, Yale  
**Against:**  
**Abstain:** Fargo, Rizzo, 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 on the expediting of the wages and the preparation of the Union contract by Mr. McCarthy.

Mr. Hamer summarized his meeting with Borough Executive Rose Inguanti and PIA insurance representative Frank Covelli. The upshot of this meeting is that Mr. Hamer will develop a revised personnel policy that includes components that help to limit the liability exposure to the Library should a personnel matter involving an insurance claim arises. Mr. Hamer will present changes to the Board for approval; he noted this project will take some time not so much due to the complexity but more due to the detailed nature of the task.

Mr. Hamer reported on the completion of the new computer installation and the time and print management software upgrade. He and the staff still have some details to work out, but in the meanwhile the system is up and fully operational.

Mr. Hamer shared that the proposed municipal budget includes a 2% increase to the Library appropriation, and that means there is a \$15,598 gap in funding from the amount requested by the Library Board. He has strategized about where to make cuts to the materials budget.

Mr. Hamer noted that there are several staff members who are due for surgery, and commended the staff as a whole for their flexibility and hard work in keeping Library operations running smoothly.

Mr. Hamer reported on fundraising activities of the Foundation and the Friends of the Library.

Mr. Rizzo introduced the topic of the Board's decision regarding movement of the operating account to BCB. He commented that there are appropriate checks and balances in place for the Library to move the operating account to BCB because both institutions are regularly audited. He noted the Board's responsibility to act in the best interests of the Library regarding financial stewardship of Library funds, remarking on the strong performance of the Capital Fund that is already at BCB. There was discussion of various aspects of moving the Library's operating account to BCB, which has also been a major Foundation sponsor.

## 7. Committee Reports

### A. Finance

**Motion:** To approve payment of bills enclosed in packet  
**Moved:** Armacost                      **Seconded:** Wester  
**For:** Armacost, Fargo, Kajouras, Rizzo, Wester, Yale  
**Against:**  
**Abstain:**

## 8. Other reports:

Mayor (or Alternate) – No report

Foundation – Ms. Wester reported on progress with Gala preparations, including a dinner meeting with the honorees Mike and Tracy Paskas. She indicated there are commitments for 12 or so tables, and encouraged Board members to continue their efforts with ticket sales. Ms. Kajouras added that she would also be having a meeting with the Paskas' leading up to the Gala.

Legal

## 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 17, 2017 at 8:10 PM in the Library to discuss contract matters.

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

- Completion of union contracts

**Motion:** To authorize Library Board President Julie Kajouras to sign the *Agreement Between the Rutherford Public Library and CWA Local 1031 Non-supervisory employees January 1, 2017 – December 31, 2019* and *Agreement Between the Rutherford Public Library and CWA Local 1031 Supervisory employees January 1, 2017 – December 31, 2019* in accordance with the Memorandum of Agreement approved by the Board on February 13, 2017.

**Moved:** Armacost                      **Seconded:** Wester  
**For:** Armacost, Fargo, Kajouras, Rizzo, Wester, Yale  
**Against:**  
**Abstain:**

## 11. New Business

- Library director – annual review

**Motion:** To approve a 2.75% salary increase for Library Director Judah Hamer, consistent with the increase given to the Library staff.

Moved: Armacost                      Seconded: Wester  
For: Armacost, Fargo, Kajouras, Rizzo, Wester, Yale  
Against:  
Abstain:

**Motion:** To approve a one-time stipend of \$10,000 to be paid to Judah Hamer in recognition of the administration and management of the 2015-2016 Library renovation project.

Moved: Armacost                      Seconded: Wester  
For: Armacost, Fargo, Kajouras, Rizzo, Wester, Yale  
Against:  
Abstain:

- Budget transfers  
The Board tabled the discussion and approval of budget transfers.

## 12. Adjournment

**Motion:** To adjourn the meeting

Moved: Armacost                      Seconded: Wester  
For: Armacost, Fargo, Kajouras, Rizzo, Wester, Yale  
Against:  
Abstain:

There being no further business before the Board, the meeting was adjourned at 8:19 p.m.

Respectfully submitted,



Pat Wester