

**Rutherford Public Library Board of Trustees  
Minutes for May 21, 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. Pat Wester Mr. Palmer Yale
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Absent	Ms. Monica Rodriguez Ms. Krista Vellis
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Staff Present	Mr. Judah Hamer, Director Mr. James McCarthy, Attorney
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Call to Order	The meeting was called to order at 7:06 p.m. by Ms. Kajouras
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**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:** Fargo                      **Seconded:** Yale  
**For:** Armacost, Fargo, Kajouras, Nicodemo, Rizzo, Wester, Yale  
**Against:**  
**Abstain:**

#### **B. Approval of the Minutes**

**Motion:** To approve the minutes of the April 16, 2018 open meeting.  
**Moved:** Rizzo                      **Seconded:** Wester  
**For:** Fargo, Kajouras, Nicodemo, Rizzo, Wester, Yale  
**Against:**  
**Abstain:** Armacost

#### **C. Approval of the Closed Session Minutes**

**Motion:** To approve the minutes of the April 16, 2018 closed session meeting.  
**Moved:** Rizzo                      **Seconded:** Wester  
**For:** Fargo, Kajouras, Nicodemo, Rizzo, Wester, Yale  
**Against:**  
**Abstain:** Armacost

### **4. 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, May 21, 2018 at 7:15 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.

### **5. Hearing of the citizens**

Ms. Kajouras opened the hearing of the citizens. As no citizens were present to speak, the hearing was closed.

### **6. Correspondence**

None

### **7. Director's Report**

Mr. Hamer reported on his recommendation for Nancy Martin to be promoted to the Head of Circulation position at an annualized salary of \$40,000. He also reported on the hiring process that led to the recommendation of Tatiane Ontivero, who he also recommends for hire at an annualized salary of \$40,000.

Mr. Hamer reported on the proceeds of the recent fundraising efforts. The Friends of the Library book sale netted slightly over \$2,500. Preliminary financials for the Foundation Speakeasy event proceeds indicate that it has netted about \$7,000.

Mr. Hamer shared an info-graphic that summarized the structure and costs of the delivery service provided by Library Link New Jersey (LLNJ). He remarked on funding sources and BCCLS' research into launching its own service, since there are signs that LLNJ will eventually dissolve due to shortfalls in funding. BCCLS-funded delivery would cost each member library approximately \$7,000. A robust delivery service will position BCCLS to restore higher levels of interlibrary requests (that are delivered). Due to the delivery problems the number of requests has been constricted to 3; it was originally 25.

Mr. Hamer reported on the fundraising season. He remarked on Sheila Hickey's strong leadership in the Friends and that due to her passing and the overall size of that organization, they are experiencing some challenges with capacity. He also conveyed that the Foundation faces some similar challenges in terms of capacity. His recommendation is that the Friends and Foundation consider merging, which in spite of their distinct organizational cultures, would provide for a more coordinated fundraising effort and prevent the two teams from unintentionally competing for support –volunteer and otherwise. He suggested that discussion of this merge concept begin at the leadership level of the two organizations, facilitated by the Library Board of Trustees. Mr. McCarthy added to the discussion by proposing options for preserving brands for the events. Mr. Hamer said that he and Mr. McCarthy could be tasked with conceptualizing a framework for the merge, if there is initial buy-in from the Friends and the Foundation.

## 8. Committee Reports

### A. Finance

**Motion:** To approve payment of bills enclosed in packet as written

Moved: Wester                      Seconded: Fargo

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

Against:

Abstain:

Ms. Kajouras asked two questions about the bills. She inquired about the AES invoice, and Mr. Hamer explained the high charges are due to a complex investigation of a refrigerant leak that is now resolved. Ms. Kajouras inquired if this expense should be borne by the Library or the Borough, and Mr. Hamer explained that typically for this level of repair the Library covers it in its budget. For major capital work and repairs, such as the roof, the Library would approach the Borough. Ms. Kajouras inquired about the Arrow elevator invoice for two months, and Mr. Hamer explained that the April bill came too late to post for last month's meeting.

## 9. Other reports:

Mayor (or Alternate) – Mr. Nicodemo reported that the mayor had some questions about some other compensation that Mr. Nicodemo couldn't answer for him, but aside from that, no report.

Foundation – Ms Kajouras reported that the Speakeasy party was great and people want to do it again. There was considerable positive feedback about the theme and atmosphere.

Legal – no report

## 10. Old Business

- Director's Compensation

**Motion:** To increase Director Judah Hamer's salary percentage raise from 2.5% to 2.75%

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

## 11. New Business

- New hires

**Motion:** To approve the appointment of Tatiane Ontivero as a Library Associate at an hourly rate of \$21.98, pursuant to Civil Service regulations.

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

**Motion:** To approve the appointment of Nancy Martin as the Head of Circulation, at an hourly rate of \$21.98, pursuant to Civil Service regulations.

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

Discussion ensued regarding the responsibilities of the Head of Circulation. Mr. McCarthy inquired about the variable compensation rates for the Library Associate title. Mr. Hamer conveyed that there is wide latitude in the responsibilities of the Library Associates, and the compensation is assigned accordingly. Mr. Hamer noted that the Civil Service Commission does not have a title for a Teacher or ESL instructor, and so the assignment of Library Associate to Ms. Ontivero's position is the next best alternative.

## 12. Adjournment

**Motion:** To adjourn the meeting.

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

There being no further business before the Board, the meeting was adjourned at 8:20 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Cori Verdino".

Cori Verdino