

**Rutherford Public Library Board of Trustees
Minutes for June 18, 2018 Meeting**

Open Meeting

1. Roll Call

Trustees Present	Ms. Wendy Armacost Ms. Julie Kajouras Mr. Anthony Nicodemo Mr. James Rizzo Ms. Monica Rodriguez Ms. Krista Vellis Ms. Pat Wester (arrived 7:21) Mr. Palmer Yale
Absent	Ms Brenda Fargo
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. Armacost read the provisions of the Open Public Meetings Act.

3. President's Report

A. Agenda

Motion: To approve the agenda with changes
Moved: Rizzo **Seconded:** Armacost
For: Armacost, Kajouras, Nicodemo, Rizzo, Rodriguez, Vellis, Yale
Against:
Abstain:

B. Approval of the Minutes

Motion: To approve the minutes of the May 21, 2018 open meeting with changes.

Moved: Rizzo Seconded: Armacost

For: Fargo, Kajouras, Nicodemo, Rizzo, Yale

Against:

Abstain: Rodriguez, Vellis

C. Approval of the Closed Session Minutes – tabled

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 recent hires are settling into their positions. He added that he was re-assigning roles and responsibilities in Technical Services, and that a by-product of this is the cross-training of select team members. He noted the broad interest among staff members to expand their expertise and acquire new skills. Mr. Hamer himself has just participated in training for the BCCLS *Overdrive Advantage* Program, which will provide a mechanism for providing priority access to best seller titles in e-book format.

Mr. Hamer noted that the Friends of the Library have planned to hold their mini book sale at the Labor Day Street Fair. The group has also scheduled a pet photo contest and a book sale book for the Fall.

Mr. Hamer reported on a problem with the HVAC system, indicating that the monitoring software for the system to be temperamental. AES is the HVAC company, and they will work towards resolution of the problem.

Mr. Hamer commented on Jane Tarantino having just finished the class visits during which she pitches the summer reading program. He emphasized that this is an incredibly busy time of year in youth services because the profile of school-year programs is maintained while the summer program is being launched.

Mr. Hamer notes that he has two roof estimates that have been submitted to him, and that discussion of major roof repairs will involve the Borough since this type of capital expense is carried by the municipality. Mr. Rizzo asked if the roof can be patched or repaired rather than replaced. Mr. Hamer

replied that one of the estimates, which he has not reviewed, was designed with various approaches considered (such as patch or replacement).

Mr Hamer provided an update on the status of the implementation of the Library Construction Bond Act.

Mr. Hamer related the status of materials delivery under the Library Link New Jersey (LLNJ) contract, along with the outcome of the LLNJ annual meeting. At that meeting a cap on charge-backs for delivery to LLNJ member libraries was set at \$500. Mr. Hamer noted that while LLNJ will continue to support delivery, the long view is that it is highly likely that in 2019 BCCLS will need to assume responsibility for delivery.

Ms. Armacost congratulated Mr. Hamer on his being invited to chair the Finance Committee for the New Jersey Library Association (NJLA).

7. Finance

Motion: To approve payment of bills enclosed in packet as written
Moved: Armacost **Seconded:** Yale
For: Armacost, Kajouras, Nicodemo, Rizzo, Rodriguez, Vellis, Wester, Yale
Against:
Abstain:

8. Other reports:

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

Foundation – Ms. Kajouras reported that the Foundation held a Board meeting on June 14 to review the Speakeasy and also plan for future events. She indicated that there were a couple of questions posed by Liz Fichtel about financial procedures, but because meeting attendance was light answering these was deferred.

Ms. Kajouras proceeded to report that there has not been success in securing Peggy Noonan for an event in Fall 2018, so the Foundation needs to develop a new concept. She related that possibilities considered at the meeting were: a cocktail party titled *Party in the Stacks*; a solicitation via social media timed with *Giving Tuesday* on November 27, 2018; or, a pop up shop in the Library where members of the Foundation would be in the Library to promote the Foundation. Ms. Rodriguez provided some explanation about the nature of *Giving Tuesday* for non-profits. Ms. Armacost further described the pop-up shop concept and its tie-in to *Small Business Saturday*.

The concept of merging the Foundation and the Friends was raised, and Mr. Hamer and Ms. Kajouras indicated there to be some interest and openness among the leadership of the respective organizations about this future direction, and that the next step would be to have a discussion at the leadership level to see if the Presidents of the Friends and Foundation felt their respective

organizations would consider this direction. Several Board members raised questions about the structure and implementation of such a merge, and there was some discussion about the need to be sure to work out key details and roles/responsibilities to ensure this step if taken would be a success.

Ms. Wester inquired about the Gala being a part of the future fundraising plans for the Foundation. Ms. Armacost reported on the decision-making at the Foundation about Fall event planning. Mr. Rizzo conveyed his view that the Foundation would be strengthened by keeping the Gala as part of its event profile, due to the financial success of the event. Some concern was expressed about the Foundation shifting event planning in a direction that mirrored too closely the types of events produced by the Friends of the Library. Ms. Rodriguez suggested that the Library Board pursue this level of detailed discussion with the cross-over Board members who sit on the Foundation Board. Ms. Kajouras moved the meeting to the next agenda item.

Legal – no report

9. Old Business

Personnel – Ms. Wester distributed an outline of what a succession plan would look like for the Library. It included looking at internal candidates, possibly an Interim/Acting Director and how to go about hiring a new Director in the event this was necessary. Mr. Rizzo and Mr. Nicodemo inquired if there was an existing staff member who could be trained, and a discussion of staff depth and structure ensued, which included some Trustee education about Union and Civil Service constraints. Mr. Hamer underscored that the challenge of an Interim or Acting Director being pulled from the current staff is that this individual's work would need to be redistributed or set aside.

10. New Business

Motion: To approve the engagement of Ferraioli, Wielkotz, Cerullo and Cuva, P.A. to complete the audit for the Library at a cost not to exceed \$3,600.

Moved: Rizzo Seconded: Vellis

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

Against:

Abstain:

11. Adjournment

Motion: To adjourn the meeting.

Moved: Vellis Seconded: Armacost

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

Against:

Abstain:

There being no further business before the Board, the meeting was adjourned at 8:00 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Cori Verdino". The signature is written in a cursive, flowing style.

Cori Verdino