

**Rutherford Public Library Board of Trustees
Minutes for June 19, 2017 Meeting**

Open Meeting

1. Roll Call

Trustees Present	Ms. Wendy Armacost Ms. Julie Kajouras Mr. James Rizzo Ms. Krista Vellis Ms. Pat Wester Mr. Palmer Yale
Absent	Ms Brenda Fargo Mr. Anthony Nicodemo Ms. Monica Rodriguez
Staff Present	Mr. Judah Hamer, Director
Call to Order	The meeting was called to order at 7:02 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 updated agenda
Moved: Vellis **Seconded:** Armacost
For: Armacost, Kajouras, Rizzo, Vellis, Wester, Yale
Against:
Abstain:

B. Approval of the Minutes

Motion: To approve the minutes of the May 15, 2017 open meeting
Moved: Vellis **Seconded:** Armacost
For: Armacost, Kajouras, Rizzo, Wester, Yale
Against:
Abstain: Vellis

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

Mr. Hamer shared the thank you letter from Jen Tarantino, for the flowers the Board sent.

6. Director's Report

Mr. Hamer provided a brief summary of the proposed modifications to the budget in light of the gap between the Board's appropriation request and that which was approved by the Mayor and Council.

Mr. Hamer reported on collections work he is doing with the support of staff members Bridget Merli and Nancy Martin. Mr. Yale inquired about the process for running performance metrics on collection items, and Mr. Hamer related the mechanics of in-house collection analysis.

Mr. Hamer highlighted the tight staffing in the circulation department, indicating that he will be serving as direct supervisor of this department on an as-needed basis.

Mr. Hamer commented on the introduction of a strategic plan by BCCLS, noting it to be the first one in over two decades.

Mr. Hamer gave an overview of the summer reading program, relating the intense preparation period and the diligent efforts of Jane Tarantino, with the support of other staff, especially Natalie Hofmann.

7. Committee Reports

A. Finance

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

Moved: Armacost Seconded: Wester

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

Against:

Abstain:

8. Other reports:

Mayor (or Alternate) – No report.

Foundation – Ms. Wester reported that calendaring a Gala follow-up meeting is in the works.

Legal – No report.

9. Old Business

Motion: To reduce the budgeted amount for the Borough appropriation by \$15,598; to increase the budgeted amount for carry-over (income) by \$6,500; and, to reduce the materials budget by \$4,500.

Moved: Wester Seconded: Rizzo

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

Against:

10. New Business

- Final payment to architect

Mr. Hamer provided a brief update on negotiations with the architect about the terms of the final payment for the renovation project. Mr. McCarthy and Mr. Hamer will submit details regarding this payment at the July meeting.

11. Adjournment

Motion: To adjourn the meeting.

Moved: Armacost Seconded: Rizzo

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

Against:

Abstain:

There being no further business before the Board, the meeting was adjourned at 7:33 p.m.

Respectfully submitted,



Pat Wester