

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

Open Meeting

1. Roll Call

Trustees Present	Ms. Wendy Armacost Ms Brenda Fargo Ms. Julie Kajouras Mr. James Rizzo (on phone) Ms. Krista Vellis Mr. Palmer Yale (arrived at 7:03)
Absent	Ms. Monica Rodriguez Mr. Anthony Nicodemo Ms. Pat Wester
Staff Present	Mr. Judah Hamer, Director Mr. James McCarthy, Attorney
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. Armacost read the provisions of the Open Public Meetings Act.

3. President's Report

A. Agenda

Motion: To approve the agenda with changes.
Moved: Fargo **Seconded:** Vellis
For: Armacost, Fargo, Kajouras, Rizzo, Vellis
Against:
Abstain:

B. Approval of the Minutes

Motion: To approve the minutes of the June 18, 2018 open meeting.

Moved: Armacost **Seconded:** Rizzo

For: Armacost, Kajouras, Rizzo, Vellis, Yale

Against:

Abstain: Fargo

C. Approval of the Closed Session Minutes

Motion: To approve the minutes of the May 21, 2018 closed session.

Moved: Yale **Seconded:** Armacost

For: Armacost, Fargo, Kajouras, Rizzo, 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 passed around the thank you note sent to the Trustees' for their donation to the ASPCA, in memory of Sheila Hickey. He also shared a thank-you note from a former English as a Second Language student, who expressed her deep appreciation for the opportunity to learn English and make community connections through the program at the Library.

6. Director's Report

Mr. Hamer reported that the Summer Reading Program for children and their families is in full swing. He noted that Jane Tarantino is as usual going above and beyond to provide a full slate of activities, with the support of the rest of the team who all work smoothly in handling registration and the reading incentive component of the program.

Mr. Hamer shared that Bridget Merli compiled the data for the annual review of magazines, a project handled by she, Mr. Hamer and Rhoda Portugal. Mr. Hamer explained that the review involves the analysis of borrowing patterns, which in turn informs selection decisions.

Mr. Hamer reported on the recent start of the Library's participation in the Overdrive *Advantage* Program for e-books. The implementation, which Mr. Hamer is leading, will make it possible for Rutherford residents to have priority access to best-sellers in e-book format.

Mr. Hamer referred to the new business item of an early closing on September 21, 2018 for staff training. He explained that he and Ms. Tarantino are in touch with the Rutherford Police Department and the Bergen County EMS Training Center to schedule back-to-back training sessions for responding to an active shooter and for learning bleeding control skills.

Mr. Hamer reported the annual audit began July 9, 2018. Bookkeeper Danielle Cassano and he have provided the customary reports and files.

Ms. Kajouras asked if the Rutherford Police Department had done a walk-through of the new layout of the library, the Bulldog Academy and the non-public portions of the building. Mr. Hamer replied this has not happened. Ms. Kajouras will follow up with the Chief of Police.

7. Finance

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

8. Other reports:

Mayor (or Alternate) – No report.

Foundation – Ms. Kajouras reported that the Foundation had met on July 2, 2018 to discuss upcoming fundraising.

Legal – Mr. McCarthy referred to the concept of encouraging the Friends of the Library and the Foundation to merge, with an eye towards enhancing coordination and streamlining some administrative work for the groups, which are two separate 501(c)3 organizations. He suggested one way to achieve this merge would be to preserve the separate identities/brands under a single Board. Mr. Yale inquired about the reasoning behind maintaining this separation. Mr. McCarthy replied it would better support marketing events like the Book Sale and Gala distinctly, since some donors have a greater affinity for either the Friends or Foundation. Discussion ensued about the necessary relationship building that needs to occur for the groups to consider this merge, and Ms. Kajouras suggested the concept of cross-over members on the Boards as a way to begin this process. Mr. Rizzo urged the need to have sufficient discussion before proceeding in order to ensure that the equilibrium of the Friends stays intact while the Foundation team develops a new set of fundraising goals.

Additional discussion touched on communication across the Friends, Foundation and the Library Board, to educate all involved about the use of funds raised by each entity. Mr. Rizzo commented that the Friends organization is running well and that since the Foundation is having some challenges, perhaps it is advisable to table action that would introduce the concept of a merge. Ms. Armacost expressed that the goals and priorities of the Foundation are coming together.

Ms. Vellis moved that we move on to the next agenda item. Ms. Armacost agreed. Ms. Fargo asked if we publish our minutes on line. Mr. Hamer stated that we do not at this time, but it's a possibility.

9. Old Business

Renovations – Mr. Hamer reported that local architect Jeff Jordan has agreed to do a walk-through that involves discussion of Phase 2, and that he may help out with this next phase of renovation planning.

Mr. Hamer reviewed the high points of Phase 2 renovations. He noted that during Phase 1 the enclosing of the lab with a glass wall appeared a clear high priority for Phase 2, but that use patterns render this a lower priority. He commented that his view is that the enclosing of the Park Avenue and a portion of the Chestnut Street side of the mezzanine are high priorities because of the increase in programming. This would result in the creation of two additional classroom/activity spaces. Mr. Hamer detailed aspects of these components of Phase 2, such as: the handling of egresses (and possible removal of a staircase); the installation of HVAC units for the newly enclosed spaces; the addition of a kitchenette area for events and as a modest staff break room; and, the need to replace railings on much of the mezzanine level when enclosing spaces.

As Mr. Hamer related the complexity of creating a classroom space in Young Adult Area due to structural building constraints, Mr. Yale asked if there were another option. Mr. Hamer related the constraints connected with storing collections on the main floor and the mezzanine, including the loss of space on the main floor because of the scale of the computer lab. He added that eventually the mezzanine level will have fewer books, but this will take many years and in the meanwhile there is not another space in which to locate those collections. All agreed the fresh eyes of an architect would help with working out a solution.

In addition to noting the classroom spaces as priority, Mr. Hamer highlighted:

- update the auditorium ceiling grid, lighting, finishes, and kitchenette;
- replace the shelving for the adult sections;
- repair the roof; (the opportunity for a grant might incentivize the Borough to tackle repairs sooner rather than later if matching funds are available)

At the conclusion of the discussion Mr. Hamer noted that Rose Inguanti came with new Borough Administrator Robert Kakoleski to tour Library. There was informal discussion about removing the trees and shrubs in the front of the Library to prepare the space for a pocket park and funding for this project.

10. New Business

Motion: To approve closing the library early on September 21, 2018 for staff training.

Moved: Armacost Seconded: Vellis

For: Armacost, Fargo, Kajouras, Vellis, Yale

Against:

Abstain:

11. Adjournment

Motion: To adjourn the meeting.

Moved: Velliis Seconded: Armacost


For: Armacost, Fargo, Kajouras, Vellis, Yale

Against:

Abstain:

There being no further business before the Board, the meeting was adjourned at 8:24 p.m.

Respectfully submitted,



Cori Verdino