

**Rutherford Public Library Board of Trustees
Minutes for August 27, 2018 Meeting**

Open Meeting

1. Roll Call

Trustees Present Ms. Wendy Armacost
 Ms Brenda Fargo
 Mr. James Rizzo
 Ms. Monica Rodriguez
 Ms. Krista Vellis
 Ms. Pat Wester
 Mr. Palmer Yale

Absent Ms. Julie Kajouras
 Mr. Anthony Nicodemo

Staff Present Mr. Judah Hamer, Director

Call to Order The meeting was called to order at 7:02 p.m. by Ms. Armacost

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:** Vellis
For: Armacost, Fargo, Rizzo, Rodriguez, Vellis, Wester, Yale
Against:
Abstain:

B. Approval of the Minutes

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

4. Hearing of the citizens

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

5. Correspondence

Mr. Hamer reported that the Board of Education sent information about hosting a public information session for the referendum. He also mentioned that the Library sent flowers and a get well message to Friends of the Library Treasurer Ida Borroto.

6. Director's Report

Mr. Hamer reviewed that there is an unfilled Library Associate vacancy that he planned to fill in the early Fall. Instead of recruiting a new employee, he will bring Lauren Walsh from part-time to full-time status. The remaining staff vacancies to be filled are for part-time support to help provide coverage for front-line service on Saturdays.

Mr. Hamer reported on having completed a walk-through and review of Phase 2 renovations with Jeff Jordan. Mr. Jordan will provide an analysis of the code as it pertains to the project. The subsequent step will be to arrange a meeting with Frank Recanati, the head of the Building Department, to discuss project feasibility from a code perspective.

Mr. Hamer indicated there is a minor issue with the door buzzer system that provides access to the bathroom, and that investigation has revealed the doors need to be rehung to address this issue.

Mr. Hamer highlighted recent donations, several of which are annual in nature. These include funds from the Lions Club and the Jr. Woman's Club. There were also several recent smaller donations given in honor of Bill Galloway's 90th birthday.

Mr. Hamer noted the upcoming New Jersey Library Trustee Institute on October 27, 2018.

Mr. Hamer shared that the rules for the Library Construction Bond Act are still under review.

Mr. Hamer reported that the delivery system is still functioning but shipments are taking longer than desired to arrive. He said that the challenge of the BCCLS Delivery Task Force will be to convince a super-majority of the membership of the necessity to be proactive about this situation and launch a BCCLS-specific delivery service. While the costs and logistics of this initiative are significant, it is necessary since most BCCLS libraries (including Rutherford) loan at least 30% of materials through delivery. This is a mission-critical component of the high level of lending to patrons across the system.

7. Finance

Motion: To approve payment of bills enclosed in packet with one addition.
Moved: Fargo **Seconded:** Rodriguez
For: Armacost, Fargo, Rizzo, Rodriguez, Vellis, Wester, Yale
Against:
Abstain:

8. Other reports:

Mayor (or Alternate) – No report.

Foundation – No Report

Legal – No Report

9. Old Business

None

10. New Business

Mr. Hamer reviewed his request to move \$16,800 from Salaries & Wages to Technical Services. He reviewed how funds would be used to acquire addition Chromebooks, hot spots, a bank of computers for the Children's Room, and replacement components for several staff machines.

Motion: To approve moving \$16,800 from Salaries & Wages to Technical Services.

Moved: Vellis Seconded: Rizzo

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

Against:

Abstain:

11. Adjournment

Motion: To adjourn the meeting.

Moved: Armacost Seconded: Fargo

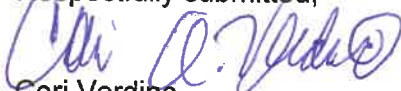
For: Armacost, Fargo, Rizzo, Vellis, Wester, Yale

Against:

Abstain:

There being no further business before the Board, the meeting was adjourned at 7:37 p.m.

Respectfully submitted,


Cori Verdino