

**Rutherford Public Library Board of Trustees
Minutes for August 28, 2017 Meeting**

Open Meeting

1. Roll Call

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

3. President's Report

A. Agenda

Motion: To approve the updated agenda with changes to order.
Moved: Fargo **Seconded:** Armacost
For: Armacost, Fargo, Kajouras, Rodriguez, Vellis, Wester
Against:
Abstain:

B. Approval of the Minutes

Motion: To approve the minutes of the July 17, 2017 open meeting.
Moved: Vellis **Seconded:** Wester
For: Armacost, Fargo, Kajouras, Rodriguez, Vellis, Wester
Against:
Abstain:

C. Approval of the Closed Meeting Minutes

Motion: To approve the minutes of the July 17, 2017 closed meeting.
Moved: Armacost **Seconded:** Vellis
For: Armacost, Fargo, Kajouras, Rodriguez, Vellis, Wester
Against:
Abstain:

4. Finance

A. Finance

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

5. 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, July 17, 2017 at 7:25 PM in the Library to discuss a contract 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.

Motion: To go into closed session.
Moved: Vellis **Seconded:** Wester
For: Armacost, Fargo, Kajouras, Rodriguez, Vellis, Wester **Against:**
Against:
Abstain:

6. New Business

– New hire

Motion: To approve the appointment of Madison Mastrolia as a Page at the hourly rate of \$8.44, pursuant to Civil Service regulations.

Moved: Armacost **Seconded:** Fargo
For: Armacost, Fargo, Kajouras, Rodriguez, Vellis, Wester
Against:
Abstain:

7. Old Business

- Architect – final payment

Motion: To approve a maximum final payment of \$2,500 to architect Albert Albu.

Moved: Rodriguez Seconded: Vellis
For: Armacost, Fargo, Kajouras, Rodriguez, Vellis, Wester
Against:
Abstain:

- Contractor – final payment

Motion: To approve a final payment to Sedco Contracting in the amount of \$10,000 for completion of the project.

Moved: Vellis Seconded: Wester
For: Armacost, Fargo, Kajouras, Rodriguez, Vellis, Wester
Against:
Abstain:

8. Hearing of the citizens

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

9. Correspondence

None

10. Director's Report

Mr. Hamer reported on the completion of the audit, the composition of the Circulation Policy expected to be completed by the September Board meeting, and the search for a replacement Page. With respect to the Circulation Policy, Mr. Hamer noted that it memorializes existing practices that are implemented as if already policy, and that there will be a few additions to address new services and also some gaps in current practice.

Mr. Hamer reported on the New Jersey Library Construction Bond Act having been signed by the Governor, which means that it will be placed on the November ballot for a public vote. The New Jersey Library Association will be developing legislative advocacy tools about this for stakeholders to use, such as model press releases.

Mr. Hamer reported on a major budget shortfall at the Bergen County Cooperative Library System (BCCLS), which will lead to a reduction in services to member libraries and by extension the public. A

lack of oversight in the organization in 2016 led to significant budget overruns. In 2017 there was another budget overrun. On both occasions this involved digital content, specifically *Hoopla*, which provides streaming music and video to the public. This spending in excess of the revenue for 2016 and 2017 has depleted significantly the BCCLS reserve funds, which already were spent down heavily in 2016 as a result of a server project.

Mr. Hamer was asked about the construction in Bulldog Academy and the communication challenges that occurred at the launch of the work. Ms. Fargo related that the State was slow in approving the project, creating delays for the Board of Education. As a consequence of the scheduling challenges and the rush to initiate work, the contractor/BOE began without reporting on the specific launch date, scheduled demolition tasks etc. to the Library. Comments were made that Mr. Hamer as the representative of the Library needs to be informed about the project timeline so that the Library, BOE and the contractor can work together to minimize service disruptions. Mr. Hamer also noted that he has instructed staff that access to the space should be provided solely by Board of Education; he explained that there were already several requests for staff to provide access.

11. Other reports:

Mayor (or Alternate) – no report

Foundation – Ms. Wester reported planning a meeting for later in September

Building Committee – There was a brief report on the interest in making improvements to the grounds at the front entrance to the Library. Ms. Armacost spoke to Borough Executive Secretary Rose Inguanti about tree removal, and Ms. Inguanti will help to facilitate the Library's submission of a work order so that DPW may remove trees and shrubs. Ms. Vellis is investigating the irrigation options.

12. Adjournment

Motion: To adjourn the meeting.

Moved: Fargo Seconded: Wester

For: Armacost, Fargo, Kajouras, Rodriguez, Vellis, Wester

Against:

Abstain:

There being no further business before the Board, the meeting was adjourned at 8:13 p.m.

Respectfully submitted,



Cori Verdino