

**Rutherford Public Library Board of Trustees
Minutes for September 18, 2017 Meeting**

Open Meeting

1. Roll Call

Trustees Present	Ms. Wendy Armacost Ms Brenda Fargo Ms. Julie Kajouras Ms. Krista Vellis Ms. Pat Wester – on the phone
Absent	Mr. Anthony Nicodemo Mr. James Rizzo Ms. Monica Rodriguez Mr. Palmer Yale
Staff Present	Mr. Judah Hamer, Director
Call to Order	The meeting was called to order at 7:08 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 addition of a closed session.
Moved: Fargo **Seconded:** Vellis
For: Armacost, Fargo, Kajouras, Vellis, Wester
Against:
Abstain:

B. Approval of the Minutes

Motion: To approve the minutes of the August 28, 2017 open meeting.
Moved: Armacost **Seconded:** Fargo
For: Armacost, Fargo, Kajouras, Rodriguez, Vellis, Wester
Against:
Abstain:

C. Approval of the Minutes

Motion: To approve the minutes of the August 28, 2017 closed meeting.
Moved: Armacost **Seconded:** Wester
For: Armacost, Fargo, Kajouras, Vellis, Wester
Against:
Abstain:

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

Thank you note from Natalie Hoffman.

6. Director's Report

Mr. Hamer reported on personnel. There is an open Library Associate position, and he would like to keep it open with the intention of upgrading that position to an ESL teacher position in 2018. This upgrade would necessitate a higher wage, so implementing this change depends on an increase in the municipal appropriation. The addition of an ESL teacher would enable the Library to sustain a more robust profile of ESL services. Ms. Vellis asked if Spanish is the second most frequent language spoken in Rutherford. Mr. Hamer confirmed this to be the case, and Ms. Fargo indicated that this is a growing segment of the population. Mr. Hamer and Ms. Fargo related the profile of other languages in town, such as Korean and other dialects spoken by residents who are from India.

Mr. Hamer noted Technology Librarian Sara Keagan's work on the new website, with some coding support from James Bogosian. He also commented appreciatively on the strong support of the Library from both Kim and James Bogosian.

Mr. Hamer reported on *Hoopla*, the streaming audio and video service that BCCLS is discontinuing in October. He noted the Library could carry the cost of this service for the remainder of 2017, adding that he would try to fit this item into the draft of the 2018 budget. Mr. Hamer said this is an increasingly popular service and a component of the Library's expanding digital content offerings.

Mr. Hamer reported on his and Rhoda Portugal's work in changing providers for the mobile internet program, which surged in popularity over the summer. Ms. Wester commented that she recently used the library as a "regular patron" and Ms. Portugal's service delivery was outstanding.

7. Committee Reports

A. Finance

Motion: To approve payment of bills enclosed in packet with one addition
Moved: Armacost **Seconded:** Vellis
For: Armacost, Fargo, Kajouras, Vellis, Wester
Against:

Abstain:

8. Other reports:

Mayor (or Alternate) – no report

Foundation – Ms. Wester reported the annual meeting of the Foundation is scheduled for September 28, 2017 and that new officers will be installed.

Legal – will report in closed.

9. Old Business

There was a review of the research done by Ms. Vellis, Ms. Armacost and Mr. Hamer on irrigating the front of the Library. It would be necessary to bring water to that section of the building (on the interior), requiring significant plumbing. After this an exterior irrigation system could be installed as part of a remodeling of the grounds at the front of the building. Irrigation would also call for cutting out part of the plaza sidewalk.

Mr. Hamer noted that the Library Construction Bond Act would be on the November ballot, and that it is advisable to await the outcome of the vote on this Act since its passage would shape the Library's considerations of both interior and exterior projects.

10. New Business

– Circulation policy

Mr. Hamer related that the new policy memorializes how and when the staff does what they do for this part of service delivery, and that in his report to the Board he provided background and explanation for some modifications that would be made. In addition, the policy would provide support for training new staff members.

Mr. Hamer related specifically the policy change that bars borrowing of households when the aggregate of fines on accounts in a household exceed \$75. He related that there are about ninety-seven households owing more than \$75, and fifty-nine households owing more than \$100. He reviewed additional statistics about the borrowers within this population to provide the Board a sense of the impact. He also added that with Board consent, this specific part of the policy would be implemented over the course of a month or so, enabling him and the staff to contact these household and provide them an opportunity to settle their accounts before the borrowing privileges of all household members are revoked.

Motion: To approve the Rutherford Public Library Circulation Policy with changes discussed.

Moved: Armacost Seconded: Vellis

For: Armacost, Fargo, Kajouras, Vellis, Wester

Against:

Abstain:

- Board of Education request for construction project funding was referred to closed session.

11. 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, September 18, 2017 at 7:43 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 at 7:43pm.

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

12. Adjournment

Motion: To adjourn the meeting.

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

There being no further business before the Board, the meeting was adjourned at 8:20 p.m.

Respectfully submitted,



Cori Verdino