Rutherford Public Library Board of Trustees
Minutes for January 15, 2014 Meeting

Open Meeting

1. Roll Call

   Trustees Present
   - Ms. Wendy Armacost
   - Ms. Brenda Fargo
   - Ms. Rose Inguanti
   - Ms. Julie Kajouras (arrived at 7:10 p.m.)
   - Ms. Monica Rodriguez
   - Ms. Pat Wester

   Absent
   - Mr. James Rizzo
   - Ms. Krista Vellis

   Staff Present
   - Mr. Judah Hamer, Director

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

2. Provisions of the Open Public Meetings Act
   - Ms. Armacost read the provisions of the Open Public Meetings Act.

3. Election of Officers

   Motion: To approve the nomination and election of Rose Inguanti as President
   Moved: Armacost            Seconded: Rodriguez
   For: Armacost, Fargo, Inguanti, Rodriguez, Wester
   Against:
   Abstain:

   Motion: To approve the nomination and election of Julie Kajouras as Vice President
   Moved: Rodriguez            Seconded: Wester
   For: Armacost, Fargo, Inguanti, Rodriguez, Wester
   Against:
   Abstain:

   Motion: To approve the nomination and election of Wendy Armacost as Secretary
   Moved: Wester              Seconded: Fargo
   For: Armacost, Fargo, Inguanti, Rodriguez, Wester
   Against:
   Abstain:
4. President's Report

A. Agenda
   Motion: To approve the agenda with one addition
   Moved: Armacost
   Seconded: Wester
   For: Armacost, Fargo, Inguanti, Rodriguez, Wester
   Against:
   Abstain:

B. Approval of the Minutes
   Motion: To approve the minutes of the December 18 open meeting
   Moved: Rodriguez
   Seconded: Wester
   For: Inguanti, Kajouras, Rodriguez, Wester
   Against:
   Abstain: Armacost, Fargo

   Motion: To approve the minutes of the December 18 closed meeting
   Moved: Wester
   Seconded: Rodriguez
   For: Inguanti, Kajouras, Rodriguez, Wester
   Against:
   Abstain: Armacost, Fargo

5. Hearing of Citizens
Ms. Inguanti opened the hearing of the citizens.

Rene Garzon, the union representative for the Library employees, spoke briefly regarding the Rice Notice issued to Marianne Sulling. He stated that he had never received any communication that there were performance problems with the employee. He felt that he should have been informed prior to the Rice Notice being issued.

6. Correspondence
   None.

7. Director's Report
Mr. Hamer informed the Board that Marianne Sulling had received a Rice Notice. He will draft the documentation to support this in memo format as well as in Civil Service format. This will be forwarded to the Board for action.

AES came to analyze the problems with the HVAC system. Repairs are pending.

Some of the staff will make field visits to libraries to analyze their service points.
Two minor fire safety violations have been repaired.

Mr. Hamer is compiling data for the State Aid report. This is required for both State Aid and for BCCLS membership.

Mr. Hamer and staff will be reviewing collections again. Some materials may be moved to the high school library.

The software upgrade was problematic and the consultant is still working on it.

8. Committee Reports

A. Finance
   Motion: To approve payment of bills enclosed in packet with one addition
   Moved: Rodriguez                Seconded: Armacost
   For: Armacost, Fargo, Inguanti, Kajouras, Rodriguez, Wester
   Against: 
   Abstain: 

9. Other Reports

A. Foundation
   Invitations to last year’s Gala attendees were mailed and ticket sales to this year’s event are ongoing.

10. Executive 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 Wednesday, January 15, 2014 at 7:21 p.m. in the auditorium to discuss a personnel 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: Kajouras                Seconded: Armacost
   For: Armacost, Fargo, Inguanti, Kajouras, Rodriguez, Wester
   Against: 
   Abstain:

RETURN TO OPEN SESSION
The return to Open Session was at 7:43 p.m.
11. Old Business
None.

12. New Business

A. BCCLS Certification

Motion: To approve the Certification of Agreement with the Bergen County Cooperative Library System (BCCLS) in as far as the Library meets all of the requirements of BCCLS
Moved: Fargo                Seconded: Wester
For: Armacost, Fargo, Inguanti, Kajouras, Rodriguez, Wester
Against:
Abstain:

B. Committee Assignments
This will be addressed when the new Board member is named.

C. 2014 Budget

Motion: To approve submission of the proposed budget to the Mayor and Council
Moved: Fargo                Seconded: Kajouras
For: Armacost, Fargo, Inguanti, Kajouras, Rodriguez, Wester
Against:
Abstain:

13. Adjournment

Motion: To adjourn the meeting
Moved: Rodriguez                Seconded: Armacost
For: Armacost, Fargo, Inguanti, Kajouras, Rodriguez, Wester

There being no further business before the Board, the meeting was adjourned at 7:52 p.m.

Respectfully submitted,

Signature

Rose Inguanti
President
Rutherford Public Library Board of Trustees
Minutes for January 29, 2014 Meeting

Open Meeting

1. Roll Call

   Trustees Present
   Ms. Wendy Armacost
   Ms. Rose Inguanti
   Ms. Julie Kajouras
   Mr. James Rizzo
   Ms. Monica Rodriguez
   Ms. Krista Vellis
   Ms. Pat Wester

   Absent
   Ms. Brenda Fargo

   Staff Present
   Mr. Judah Hamer, Director

   Call to Order
   The meeting was called to order at 7:11 p.m. by Ms. Inguanti

2. Provisions of the Open Public Meetings Act
   Ms. Armacost read the provisions of the Open Public Meetings Act.

3. Hearing of Citizens
   Ms. Inguanti opened the hearing of the citizens. As no citizens were present to speak, the hearing was closed.

4. Fundraising & the Rutherford Public Library Foundation
   A report on the status of the Library Gala planning was given. The Trustees who serve as liaisons to the Foundation identified problems with the planning and implementation of this event by Foundation leadership. The issues identified and discussed by the Board are:

   - Foundation Board members have not been given a voice in event planning and implementation by the Gala co-chairs. Input has been dismissed or disregarded.
   - The Gala co-chairs have not submitted a budget for the event to the Foundation Board.

   Discussion included comments regarding both the high level of frustration among Foundation Board members and there being a risk of alienating donors as a result of the decisions being made by Gala co-chairs.

   Discussion made it apparent that within the Foundation there is a need for clarification of the function of the Gala committee along with the level of authority granted to that committee by the Executive Committee of the Foundation, to ensure the Foundation operates in compliance with its own by-laws. It was agreed that after the implementation of the Gala the
crisis in leadership at the Foundation be addressed by the Library Board members who sit on the Foundation Board.

Board members agreed that in the short-term it is important to ensure the success of the Gala and the student speaker-solicitation portion of it. A brief timeline of the evening was drafted for presentation by Ms. Inguanti on behalf of the Board. The draft will be forwarded to Foundation President Teresa Casadonte.

5. Adjournment

Motion: To adjourn the meeting
Moved: Armacost
Seconded: Wester
For: Armacost, Inguanti, Kajouras, Rizzo, Wester

There being no further business before the Board, the meeting was adjourned at 7:46 p.m.

Respectfully submitted,

Rose Inguanti
President

January 2014
Rutherford Public Library Board of Trustees
Minutes for February 19, 2014 Meeting

Open Meeting

1. Roll Call

Trustees Present
- Ms. Wendy Armacost
- Ms. Brenda Fargo
- Ms. Rose Inguanti
- Ms. Julie Kajouras (arrived at 7:30 p.m.)
- Mr. James Rizzo (arrived at 7:30 p.m.)
- Ms. Monica Rodriguez
- Ms. Krista Vellis

Absent
- Ms. Pat Wester

Staff Present
- Mr. Judah Hamer, Director

Others present
- Mr. Jim McCarthy

Call to Order
The meeting was called to order at 7:16 p.m. by Ms. Inguanti

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 corrections
Moved: Armacost Seconded: Fargo
For: Armacost, Fargo, Inguanti, Rodriguez, Vellis
Against:
Abstain:

B. Approval of the Minutes
Motion: To approve the minutes of the January 15 open meeting
Moved: Fargo Seconded: Rodriguez
For: Armacost, Fargo, Inguanti, Rodriguez
Against:
Abstain: Vellis

Motion: To approve the minutes of the January 15 closed meeting
Moved: Rodriguez Seconded: Fargo
For: Armacost, Fargo, Inguanti, Rodriguez
Against:
Abstain: Vellis
Motion: To approve the minutes of the January 29 open meeting
Moved: Armacost Seconded: Rodriguez
For: Armacost, Inguanti, Rodriguez, Vellis
Against: 
Abstain: Fargo

4. Eagle Scout Presentation
   Jack Inguanti proposed a project to clean up and enhance the Library’s back courtyard. Scout Troop 166 would remove debris, trim overgrown shrubs and clean walkways. Sustainable, low-maintenance plantings, hopefully donated by a local nursery, would be planted and the entire area mulched. Solar lighting would be added. This project is scheduled to be approved by the Scouts in early March. The Board voted in favor of the project, which would take place over several weekends in May and June.

Motion: To preliminarily approve the project proposed by Jack Inguanti
Moved: Fargo Seconded: Vellis
For: Armacost, Fargo, Inguanti, Kajouras, Rizzo, Rodriguez, Vellis
Against: 
Abstain: 

5. Hearing of Citizens
   Ms. Inguanti opened the hearing of the citizens. As no citizens present chose to speak, the hearing was closed.

6. Old Business
   A Rice Notice was issued to Marianne Sulling. Ms. Sulling opted to have this discussion in open session. A memo detailing the disciplinary action was provided to the Board by Mr. Hamer prior to this Board meeting. Mr. McCarthy explained the step by step process that would take place.

Motion: To authorize Mr. Hamer to proceed with the termination process through Civil Service
Moved: Rizzo Seconded: Kajouras
For: Armacost, Fargo, Inguanti, Kajouras, Rizzo, Rodriguez, Vellis
Against: 
Abstain: 

7. Correspondence
   None.

8. Director’s Report
   Mr. Hamer and staff will make field visits this week to libraries in Millburn, Glen Ridge and Cliffside Park to review their unified service points.

   AES has completed some repairs on the HVAC system including oiling the pumps. Honeywell needs to provide log-ins to allow us to better balance the system. There are pending issues with the A/C unit on the top floor.

   Mr. Hamer continues to work on the State Aid report.

   The Friends of the Library book sale is scheduled for April 26.
Circulation is up, reflecting the investment in our collections.

9. Committee Reports

A. Finance
   
   Motion: To approve payment of bills enclosed in packet with four additions
   
   Moved: Vellis Seconded: Rizzo
   
   For: Armacost, Fargo, Inguanti, Kajouras, Rizzo, Rodriguez, Vellis
   
   Against:
   
   Abstain:

10. Other Reports

A. Mayor
   
   None.

B. Foundation
   
   There was a discussion of the February 12 Gala. It was generally agreed that it was a fun evening. Some criticisms were that the music was too loud and didn’t reflect the theme. The timetable didn’t flow smoothly and perhaps there were too many things going on. Of great concern is the fact that, one week later, no financial status has been provided to the Board.

   The Board also discussed thanking the Foundation and community for its efforts and support. It was agreed that thank-you letters would be done once the Foundation provided the Board a full accounting of the Gala, to ensure accuracy in acknowledgements and in reporting on the financial success of the event.

   Motion: To request the Foundation President supply the Library Board a P & L spreadsheet for the Gala and the status of the Foundation’s bank account no later than February 28
   
   Moved: Vellis Seconded: Kajouras
   
   For: Armacost, Fargo, Inguanti, Kajouras, Rizzo, Rodriguez, Vellis
   
   Against:
   
   Abstain:

11. Executive 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 Wednesday, February 19, 2014 at 8:16 p.m. in the auditorium to discuss personnel and litigation matters.

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: Rizzo
   
   For: Armacost, Fargo, Inguanti, Kajouras, Rizzo, Rodriguez, Vellis

   Against:

   Abstain:
Against:
Abstain:

RETURN TO OPEN SESSION
The return to Open Session was at 8:29 p.m.

12. New Business
Ms. Inguanti raised the issue of the Library being used as an emergency shelter. There was a discussion regarding the circumstances under which this might occur, and the nature of the relationship between the Library and the Borough under such circumstances. Of particular concern is the expected role of the Library staff. The Policy Committee and Mr. McCarthy will work together to draft a policy to address this issue.

13. Adjournment

Motion: To adjourn the meeting.
Moved: Armacost
For: Armacost, Fargo, Inguanti, Kajouras, Rizzo, Rodriguez, Vellis
Seconded: Kajouras

There being no further business before the Board, the meeting was adjourned at 8:55 p.m.

Respectfully submitted,

[Rose Inguanti's signature]

Rose Inguanti
President
Rutherford Public Library Board of Trustees
Minutes for March 19, 2014 Meeting

Open Meeting

1. Roll Call

Trustees Present
Ms. Wendy Armacost
Ms. Brenda Fargo
Ms. Rose Inguanti
Ms. Julie Kajouras
Mr. James Rizzo

Absent
Ms. Monica Rodriguez
Ms. Krista Vellis
Ms. Pat Wester

Staff Present
Mr. Judah Hamer, Director

Others present
Mr. Jim McCarthy

Call to Order
The meeting was called to order at 7:27 p.m. by Ms. Inguanti

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 revisions
Moved: Armacost          Seconded: Fargo
For: Armacost, Fargo, Inguanti, Kajouras, Rizzo
Against:
Abstain:

B. Approval of the Minutes

Motion: To approve the minutes of the February 19 open meeting with revisions
Moved: Armacost          Seconded: Kajouras
For: Armacost, Fargo, Inguanti, Kajouras, Rizzo
Against:
Abstain:

Motion: To approve the minutes of the February 19 closed meeting
Moved: Fargo          Seconded: Armacost
For: Armacost, Fargo, Inguanti, Kajouras, Rizzo
Against:
Abstain:
4. Hearing of Citizens
Ms. Inguanti opened the hearing of the citizens. As no citizens were present to speak, the hearing was closed.

5. Correspondence
None.

6. Director’s Report
The State Aid report is complete.

We continue to experience HVAC problems; there is now an alarm for a refrigerant leak in one of the chillers.

Staff workflows continue to evolve. Library Associates are now learning Technical Services under Mr. Hamer’s supervision. Rhoda Portugal will take on scheduling responsibilities. Peg Mellett will continue to weed the fiction collection.

Jane Tarantino started a chess club with a volunteer. It has been very popular.

Ms. Portugal and Ms. Mellett have been developing more adult and parenting programs.

The Library partnered with United Way to assist people in signing up for the Affordable Care Act.

The First Presbyterian Church gave the Library $1,000.

There was a discussion of the Library Foundation Gala financials report and the mechanics of Library staff processing foundation deposits and checks. Mr. McCarthy identified some discrepancies in the report and suggested they be rectified prior to the audit at the end of the fiscal year. Also it was suggested that the Foundation approve the report by way of a resolution.

7. Committee Reports

A. Finance
Motion: To approve payment of bills enclosed in packet with four additions
Moved: Armacost Seconded: Kajouras
For: Armacost, Fargo, Inguanti, Kajouras, Rizzo
Against:
Abstain:

B. Policy
There was a brief discussion of the Procedures and Guidelines on Safety, Security and Disaster Planning. This will be tabled until the April meeting.

8. Other Reports

A. Mayor
B. Foundation
Motions regarding the Foundation finances will be handled under New Business.

9. Executive 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 Wednesday, March 19, 2014 at 8:50 p.m. in the auditorium to discuss personnel and contract matters.

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: Armacost Seconded: Kajouras
For: Armacost, Fargo, Inguanti, Kajouras, Rizzo
Against:
Abstain:

RETURN TO OPEN SESSION
The return to Open Session was at 9:08 p.m.

10. Old Business

A. Transfer of Capital Funds from Merrill Lynch

Motion: To authorize Officers of the Board of Trustees to open a bank account in the name of the Rutherford Public Library for the capital fund.
Moved: Armacost Seconded: Kajouras
For: Armacost, Fargo, Inguanti, Kajouras, Rizzo
Against:
Abstain:

Motion: To authorize the transfer of the capital fund from the Rutherford Public Library Merrill Lynch account to another bank account, in compliance with N.J.S.A. 40A:5-15.1(a)
Moved: Fargo Seconded: Armacost
For: Armacost, Fargo, Inguanti, Kajouras, Rizzo
Against:
Abstain:
11. New Business

A. Library Foundation Finances

**Motion:** To remove the Library staff from involvement with the mechanics of Foundation finances until all receipts and support documentation are provided to the Library Board.

Moved: Armacost       Seconded: Kajouras
For: Armacost, Fargo, Inguanti, Kajouras, Rizzo
Against:
Abstain:

**Motion:** To authorize the Board President, Attorney and Library Director to request from the Foundation all records and receipts and a resolution from the Foundation approving the financial report from the Gala.

Moved: Fargo       Seconded: Armacost
For: Armacost, Fargo, Inguanti, Kajouras, Rizzo
Against:
Abstain:

12. Adjournment

**Motion:** To adjourn the meeting.

Moved: Armacost       Seconded: Kajouras
For: Armacost, Fargo, Inguanti, Kajouras, Rizzo

There being no further business before the Board, the meeting was adjourned at 9:15 p.m.

Respectfully submitted,

[Signature]

Rose Inguanti
President
Rutherford Public Library Board of Trustees
Minutes for April 16, 2014 Meeting

Open Meeting

1. Roll Call

Trustees Present  Ms. Wendy Armacost (arrived 7:10 p.m.)
                 Ms. Brenda Fargo
                 Ms. Rose Inguanti
                 Mr. James Rizzo
                 Ms. Monica Rodriguez
                 Ms. Krista Vellis
                 Ms. Pat Wester

Absent          Ms. Julie Kajouras

Staff Present   Mr. Judah Hamer, Director

Others present  Mr. Jim McCarthy (arrived 7:15 p.m.)

Call to Order   The meeting was called to order at 7:04 p.m. by Ms. Inguanti

2. Provisions of the Open Public Meetings Act
Mr. Hamer read the provisions of the Open Public Meetings Act.

3. President's Report

A. Agenda

Motion:  To approve the agenda with two additions
Moved:  Fargo                         Seconded: Rodriguez
For:    Fargo, Inguanti, Rizzo, Rodriguez, Vellis, Wester
Against:
Abstain:

B. Approval of the Minutes

Motion:  To approve the minutes of the March 19 open meeting
Moved:  Fargo                         Seconded: Rizzo
For:    Fargo, Inguanti, Rizzo
Against:
Abstain: Rodriguez, Vellis, Wester

Motion:  To approve the minutes of the March 19 closed meeting
Moved:                           Seconded:
For:    Fargo, Inguanti, Rizzo
Against:
Abstain: Rodriguez, Vellis, Wester
4. Hearing of Citizens
Ms. Inguanti opened the hearing of the citizens. As no citizens were present to speak, the hearing was closed.

5. Correspondence
None.

6. Director's Report
Circulation is doing well in spite of the Library being understaffed. Training will begin shortly on new BCCLS software. We will maintain calendars on both BCCLS and our own website. This is done by staff during downtime in the evening.

New filters were installed on the HVAC and investigation into the refrigerant leak is ongoing. Both the leak and the alarm will be fixed.

Work continues on reorganizing the storage area and discarding outdated reference materials.

The Foundation has not yet given the Library the requested financial reports for the Gala.

Mr. Hamer has been appointed to the Municipal Alliance Committee.

The Rutherford Downtown Partnership is having a summer kickoff event in June and the Library will participate.

Mr. Hamer handed out the transcript of a speech he gave to commemorate the 125th Anniversary of the Woman's Club of Rutherford.

7. Committee Reports

A. Finance
Motion: To approve payment of bills enclosed in packet with two additions
Moved: Armacost  Seconded: Fargo
For: Armacost, Fargo, Inguanti, Rizzo, Rodriguez, Vellis, Wester
Against: 
Abstain:

8. Other Reports
None.
9. Executive 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 Wednesday, April 16, 2014 at 7:20 p.m. in the auditorium to discuss personnel and legal matters.

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: Wester
Seconded: Fargo
For: Armacost, Fargo, Inguanti, Rizzo, Rodriguez, Vellis, Wester
Against:
Abstain:

RETURN TO OPEN SESSION
The return to Open Session was at 8:31 p.m.

10. Old Business

Motion: To approve the updates and changes to The Rutherford Public Library Procedures & Guidelines on Safety, Security and Disaster Planning as presented by Policy Committee
Moved: Fargo
Seconded: Rodriguez
For: Armacost, Fargo, Inguanti, Rizzo, Rodriguez, Wester
Against:
Abstain:

11. New Business

A. Eagle Scout Landscaping Project
Ms. Inguanti reported that the proposed project was reviewed and approved by the local Scouts board and will go to the district board for final approval.
B. Personnel

Motion: To appoint Margaret Mellett to a full time Librarian position on track to promotion to a Senior Librarian position pursuant to Civil Service procedures
Moved: Wester
Seconded: Armacost
For: Armacost, Fargo, Inguanti, Rizzo, Rodriguez, Wester
Against:
Abstain:

Motion: To authorize Rose Inguanti to accept, on behalf of the Board, the resignation of Marianne Sulling pursuant to the termination agreement
Moved: Armacost
Seconded: Rodriguez
For: Armacost, Fargo, Inguanti, Rizzo, Rodriguez, Wester
Against:
Abstain:

12. Adjournment

Motion: To adjourn the meeting
Moved: Wester
Seconded: Armacost
For: Armacost, Fargo, Inguanti, Rizzo, Rodriguez, Wester

There being no further business before the Board, the meeting was adjourned at 8:40 p.m.

Respectfully submitted,

[Signature]
Rose Inguanti
President
Rutherford Public Library Board of Trustees
Minutes for May 21, 2014 Meeting

Open Meeting

1. Roll Call

Trustees Present
Ms. Wendy Armacost
Ms. Brenda Fargo
Ms. Rose Inguanti
Ms. Julie Kajouras
Mr. James Rizzo (arrived 8:20 p.m.)
Ms. Pat Wester

Absent
Ms. Monica Rodriguez
Ms. Krista Vellis

Staff Present
Mr. Judah Hamer, Director

Others present
Mr. Jim McCarthy

Call to Order
The meeting was called to order at 7:15 p.m. by Ms. Inguanti

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 revisions*
Moved: Wester Seconded: Kajouras
For: Armacost, Fargo, Inguanti, Kajouras, Wester
Against:
Abstain:

B. Approval of the Minutes

Motion: *To approve the minutes of the April 16 open meeting*
Moved: Fargo Seconded: Armacost
For: Armacost, Fargo, Inguanti, Wester
Against:
Abstain: Kajouras

Motion: *To approve the minutes of the April 16 closed meeting*
Moved: Wester Seconded: Armacost
For: Armacost, Fargo, Inguanti, Wester
Against:
Abstain: Kajouras

May 2014
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4. Hearing of Citizens
Ms. Inguanti opened the hearing of the citizens. As no citizens were present to speak, the hearing was closed.

5. Correspondence
None.

6. Architect's Report
AA Architects made a presentation on the work they have completed to date. An inventory of all furniture and shelving was done. Drawings were presented showing the proposed newly constructed areas of the main floor. Excel spreadsheets were prepared detailing individual costs for all items related to the re-construction. Mr. Hamer reviewed some of these costs with the Board.

The next step is that the Board's Building Committee will meet to review all of these materials and make some decisions on what can reasonably be completed within the existing budget.

7. Director's Report
Mr. Hamer recommended the hiring of a new Library Associate.

All Foundation financial reports have been received. Ms. Inguanti will write a thank you note to the Foundation.

The new Rutherford Schools superintendent and his business administrator came to look at the old children's room as a potential space for the Board of Education offices.

The Friends made approximately $5,000 from the recent book sale.

The Library is lending one of William Carlos Williams fedoras to William Paterson College for an exhibit.

The summer reading program has been kicked off.

There was an emergency replacement of one of the sump pumps at a cost of $675. It would be wise to replace the dual sump pump system in the closet near the auditorium as only one is operational now. We have an estimate of $2900 to do this and it has been determined that this is a very competitive bid.

A locksmith must replace the keypads on several locked doors as they aren't functioning properly.

Mr. Hamer reported on the possibility of attaining a PSE&G-administered grant to upgrade to energy efficient lighting in the building. We first need to determine our eligibility based upon our kilowatt usage. Under this program, the Library would pay for 30% of the improvement costs.

We need an analysis of our HVAC controls so that we can accomplish "peak load shedding", which would allow better management of the various sections of the building to reduce overall energy costs.
The deadline for completion of Financial Disclosure Statements is June 13, 2014.

The New Jersey Library Trustee Institute program will take place on September 13, 2014. We need one or two trustees to attend to meet our minimum continuing education requirements for the year.

8. Old Business
Jack Inguanti made a presentation regarding the Eagle Scout project to improve the Library's back garden area. Over the past weekend the entire area was cleaned up. Jack showed a layout of the center strip that includes a fountain with boxwood and gravel surrounding it. He spoke about the types of plantings planned for each of the individual sections of the garden and gave a cost estimate based upon discounts offered by Richfield Farms Nursery in Clifton. Work is expected to begin in early June.

**Motion:** To approve a budget for the Library Garden improvements not to exceed $1500
Moved: Rizzo       Seconded: Wester
For: Armacost, Fargo, Inguanti, Kajouras, Rizzo, Wester
Against: 
Abstain: 

9. Committee Reports

A. Finance

**Motion:** To approve payment of bills enclosed in packet with 2 additions and 2 modifications
Moved: Wester      Seconded: Kajouras
For: Fargo, Inguanti, Kajouras, Rizzo, Wester
Against: 
Abstain: 

Mr. Rizzo recommended opening two accounts for our capital funds: $394,000 will go into a one year CD and $100,000 will go into a regular checking account.

**Motion:** To authorize the deposit of the liquidated Merrill Lynch funds at the BCB Community Bank, in an account or accounts that serve as the repository of the Library's capital funds.
Moved: Fargo      Seconded: Kajouras
For: Fargo, Inguanti, Kajouras, Wester
Against: 
Abstain: Rizzo

**Motion:** To authorize the following officers of the Library Board of Trustees to endorse checks and orders for the payment of money, or otherwise withdraw or transfer funds on deposit from the capital account, subject to Board Approval: Rose Inguanti, President; Julie Kajouras, Vice President; Wendy Armacost, Secretary; Judah Hamer, Director and Designated Representative
Moved: Fargo      Seconded: Kajouras
For: Fargo, Inguanti, Kajouras, Rizzo, Wester
Against: 
Abstain: 

May 2014
Page 3 of 5
10. Other Reports

A. Foundation
   We are in the process of securing insurance coverage for officers of the Foundation. When this is completed, an executive meeting will be called to elect new officers.

11. Executive 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 Wednesday, May 21, 2014 at 9:12 p.m. in the auditorium to discuss a personnel issue.

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: Rizzo            Seconded: Kajouras
   For: Fargo, Inguanti, Kajouras, Rizzo, Wester
   Against:
   Abstain:

RETURN TO OPEN SESSION
The return to Open Session was at 9:30 p.m.

12. New Business

A. Director Compensation
   Motion: To approve the following compensation package for Mr. Hamer:
          a) 3% retroactive salary increase for the period December 31, 2013 - April 15, 2014
          b) 1% additional salary increase for the period April 16, 2014 - April 15, 2015
          c) Vacation days to increase from 15 to 23 per year
   Moved: Fargo            Seconded: Kajouras
   For: Fargo, Inguanti, Kajouras, Rizzo, Wester
   Against:
   Abstain:

B. New Hire
   Motion: To approve the appointment of Kristen Rasczyk as a Library Associate at $12.22/hour.
   Moved: Fargo            Seconded: Wester
   For: Fargo, Inguanti, Kajouras, Rizzo, Wester
   Against:
   Abstain:
C. Auditor
Motion: To approve the engagement of Ferraioli, Wielkotz, Cerullo and Cuva, P.A. to complete the audit for the Library at a cost of $3100
Moved: Wester Seconded: Fargo
For: Fargo, Inguanti, Kajouras, Rizzo, Wester
Against:
Abstain:

D. Space Sharing
Ms. Inguanti appointed an ad hoc committee consisting of Ms. Wester, Mr. Rizzo and Ms. Vellis to explore space sharing with the Rutherford Public Schools.

13. Adjournment
Motion: To adjourn the meeting.
Moved: Rizzo Seconded: Wester
For: Fargo, Inguanti, Kajouras, Rizzo, Wester

There being no further business before the Board, the meeting was adjourned at 9:36 p.m.

Respectfully submitted,

Rose Inguanti
President
Rutherford Public Library Board of Trustees
Minutes for June 18, 2014 Meeting

Open Meeting

1. Roll Call

Trustees Present
Ms. Wendy Armacost
Ms. Rose Inguanti
Ms. Julie Kajouras
Mr. James Rizzo (arrived 7:50 p.m.)
Ms. Monica Rodriguez
Ms. Krista Vellis
Ms. Pat Wester

Absent
Ms. Brenda Fargo

Staff Present
Mr. Judah Hamer, Director

Call to Order
The meeting was called to order at 7:06 p.m. by Ms. Inguanti

2. Provisions of the Open Public Meetings Act
Mr. Hamer read the provisions of the Open Public Meetings Act.

3. President’s Report

A. Agenda

Motion: To approve the agenda
Moved: Wester
Seconded: Kajouras
For: Armacost, Inguanti, Kajouras, Rodriguez, Vellis, Wester
Against:
Abstain:

B. Approval of the Minutes

Motion: To approve the minutes of the May 21 open meeting
Moved: Armacost
Seconded: Kajouras
For: Armacost, Inguanti, Kajouras, Wester
Against:
Abstain: Rodriguez, Vellis

Motion: To approve the minutes of the May 21 closed meeting
Moved: Wester
Seconded: Kajouras
For: Inguanti, Kajouras, Wester
Against:
Abstain: Armacost, Rodriguez, Vellis
4. Hearing of Citizens
   Ms. Inguanti opened the hearing of the citizens. As no citizens were present to speak, the hearing was closed.

5. Correspondence
   None.

6. Director's Report
   Kristen Rasczyk joined the staff a week ago and is already working well as part of the team. She has previous library experience. She is training at both the circulation and reference desks.

   Another round of weeding of materials, focusing on the fiction collection, is planned while we have extra help this summer.

   Our bookkeeper, Jen Morales, is leaving some time in July as her family is moving.

   Mr. Hamer reminded the Trustees to complete the financial disclosure forms online.

   The new sump pump will be put into service this week.

   Mr. Hamer updated the Board on the grant program to assist with electrical costs. It is imperative that our usage remain under 200 kilowatt hours per month. He will try to manage carefully the use of the A/C this summer. We need to consider paying approximately $20,000 to overhaul the current Honeywell controller, which would allow us to manage better our usage.

7. Committee Reports

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

8. Other Reports

   A. Mayor
      None.

   B. Foundation
      Ms. Wester reported that the officer insurance policy was secured and new officers were voted into the Foundation at a special meeting. The new officers are: President, Pat Wester; Vice President, Anita Peterson; Treasurer, Jim Rizzo; Secretary, Julie Kajouras.

      Ms. Wester handed out reports submitted by the previous President and Vice President.

      The new Foundation board will work to return to the original mission for which the Foundation was created and will work closely with the Library Board of Trustees to accomplish its goals.
There was a brief discussion regarding the type of orientation that would be appropriate for new Foundation board members.

9. Old Business

A. Library Garden
Jack Inguanti reported on the Eagle Scout project to refurbish the Library’s back garden. The project is nearly complete and looks terrific. Jack handed out a spreadsheet of total expenses (except for the fountain) which is $1040.57. The cost of the fountain is estimated to be $500 or less, and it will be installed before the July 4th weekend.

Up to 12 volunteers participated over the course of several weeks. The Library will send photos and a press release to the newspapers to let the community know about the project.

Motion: To reimburse the Inguanti family for the $1040.57 spent for the garden project
Moved: Armacost  Seconded: Rizzo
For: Armacost, Kajouras, Rizzo, Rodriguez, Vellis, Wester
Against:
Abstain: Inguanti

B. Architect’s Report Review
The building committee met to review the materials presented by AA Architects at the last meeting. The estimates provided look high. It was agreed that construction will be limited to the main floor for this phase.

As a cost saving measure, it was suggested that we work with the architect to source local vendors for some of the work rather than have the general contractor do all the subcontracting.

The committee suggests that we fast track a bid for the new bathroom as that work can be easily done without moving staff.

Mr. Hamer noted that extensive ceiling work will need to be done during the project, and this will necessitate temporarily relocating operations to the basement.

It was suggested that the Foundation be asked for funds to complete the work required for the children’s area which is estimated to be $50,000.

10. Executive 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 Wednesday, June 18 at 8:17 p.m. in the auditorium for the legal report.

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: Wester Seconded: Kajouras
For: Armacost, Inguanti, Kajouras, Rizzo, Rodriguez, Vellis, Wester
Against:
Abstain:

RETURN TO OPEN SESSION
The return to Open Session was at 8:26 p.m.

11. New Business

Motion: To authorize the building committee to work with Jim McCarthy to prepare the RFP for the main floor bathroom construction.
Moved: Rodriguez Seconded: Rizzo
For: Armacost, Inguanti, Kajouras, Rizzo, Rodriguez, Vellis, Wester
Against:
Abstain:

12. Adjournment

Motion: To adjourn the meeting.
Moved: Vellis Seconded: Armacost
For: Armacost, Inguanti, Kajouras, Rizzo, Rodriguez, Vellis, Wester

There being no further business before the Board, the meeting was adjourned at 8:28 p.m.

Respectfully submitted,

Rose Inguanti
President
Rutherford Public Library Board of Trustees
Minutes for July 16, 2014 Meeting

Open Meeting

1. Roll Call

   Trustees Present
   Ms. Wendy Armacost
   Mr. Jack Hurley
   Ms. Rose Inguanti
   Ms. Julie Kajouras
   Mr. James Rizzo (arrived 7:42 p.m.)
   Ms. Krista Vellis

   Absent
   Ms. Monica Rodriguez
   Ms. Pat Wester

   Staff Present
   Mr. Judah Hamer, Director

   Call to Order
   The meeting was called to order at 7:13 p.m. by Ms. Inguanti

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
      Moved: Kajouras   Seconded: Armacost
      For: Armacost, Hurley, Inguanti, Kajouras, Vellis
      Against:
      Abstain:

   B. Approval of the Minutes
      Motion: To approve the minutes of the June 18 open meeting
      Moved: Vellis    Seconded: Kajouras
      For: Armacost, Inguanti, Kajouras, Vellis
      Against:
      Abstain: Hurley

      Motion: To approve the minutes of the June 18 closed meeting
      Moved: Armacost    Seconded: Vellis
      For: Armacost, Inguanti, Kajouras, Vellis
      Against:
      Abstain: Hurley
4. Hearing of Citizens
Ms. Inguanti opened the hearing of the citizens. As no citizens were present to speak, the hearing was closed.

5. Correspondence
None.

6. Director’s Report
Mr. Hamer reported that the staff, especially Kristen Rasczyk, have weeded out about 15% of the Fiction mystery collection. He is working on how to lay out the new footprint with the upcoming construction in mind.

The reference collection weeding has been completed and 40 bays of materials have been reduced to 6 bays.

Mr. Hamer passed out the revised spreadsheet for the building renovations budget.

Mr. Hamer passed out the resume of Richard Breuer, the candidate for the account clerk position.
Mr. Breuer has previous library experience.

Some work was done on the sump pump system and alarms were installed.

There was a leak detected in the HVAC drainage system. We are still having problems access the server to control the system.

We remain under the threshold required to qualify for the previously discussed energy grant. PSE&G will prepare a proposal for installing the light fixtures. The grant would cover 70% of the cost. It may work out that the installation of the fixtures need be completed before any ceiling work is done.

Mr. Hamer met with Mr. Grenier and completed the transition for all of the Foundation financials. BCB Community Bank is requesting a letter of determination to confirm our EIN number. Mr. Hamer is following up with the Borough to get this information.

The Library received a number of donations this month, including those from the Woman’s Club, the Junior Woman’s Club, two individual patrons and $2,000 from the family of a regular Library patron who passed away.

7. Committee Reports

A. Finance

Motion: To approve payment of bills enclosed in packet
Moved: Armacost Seconded: Vellis
For: Armacost, Hurley, Inguanti, Kajouras, Vellis
Against:
Abstain:

8. Other Reports

A. Mayor
None.

B. Legal
Mr. McCarthy is working on the RFP for the upcoming construction.

9. Old Business

A. Library Garden
The garden was completed under the supervision of Jack Inguanti. There was a good crowd for the ribbon cutting. Mr. Hamer wrote a letter to the editor of the South Bergenite thanking all those involved. A similar letter from Jack Inguanti will be published in the South Bergenite this week. Ms. Vellis will post an article online.

B. Building Improvements
We received the revised budget from AA Architects. The figures for the mezzanine ceiling and wiring updates need to be added in.

10. New Business

Motion: To hire Richard Breuer as an account clerk at a salary of $20.00 per hour
Moved: Kajouras                Seconded: Rizzo
For:  Armacost, Hurley, Inguanti, Kajouras, Rizzo, Vellis
Against:
Abstain:

There was a brief discussion of the circulation figures. Overall circulation is up by 8%. Nonfiction is nearly double last year’s figures. Children’s fiction accounts for more than 50% of overall circulation. 40% of adult circulation is DVDs.

11. Adjournment

Motion: To adjourn the meeting.
Moved: Armacost                Seconded: Kajouras
For:  Armacost, Hurley, Inguanti, Kajouras, Rizzo, Vellis

There being no further business before the Board, the meeting was adjourned at 7:55 p.m.

Respectfully submitted,

Rose Inguanti
President

July 2014
Page 3 of 3
Open Meeting

1. Roll Call

Trustees Present

Ms. Wendy Armacost
Mr. Jack Hurley
Ms. Rose Inguanti (arrived 7:25 p.m.)
Ms. Julie Kajouras
Mr. James Rizzo (arrived 8:00 p.m.)
Ms. Monica Rodriguez
Ms. Krista Vellis

Absent

Ms. Pat Wester

Staff Present

Mr. Judah Hamer, Director

Others present

Mr. Jim McCarthy

Call to Order

The meeting was called to order at 7:17 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 revised agenda
Moved: Rodriguez Seconded: Hurley
For: Armacost, Hurley, Kajouras, Rodriguez, Vellis
Against:
Abstain:

B. Approval of the Minutes

Motion: To approve the minutes of the July 16 open meeting
Moved: Armacost Seconded: Hurley
For: Armacost, Hurley, Kajouras, Vellis
Against:
Abstain: Rodriguez
4. Hearing of Citizens
Ms. Kajouras opened the hearing of the citizens. As no citizens were present to speak, the hearing was closed.

5. Correspondence
None.

6. Director's Report
The new accounting clerk has begun and all is working out well.

The auditors have completed the on-site portion of the annual audit.

Mr. Hamer is recommending the hiring of two new pages. Xavier McCourt volunteered in the Library previously. Two more pages will be recruited in the fall.

The large print and non-fiction collections have been relocated. Temporary signs were made at Staples.

The air conditioning problems are corrected. Mr. Hamer will be getting bids to replace the controller.

BCCLS technicians completed a walk-through to assess our technology. They will assist with the temporary relocation of computers during construction.

There was a brief discussion of our Wi-Fi set up and how it might change after construction. Mr. Hamer and Ms. Portugal are consulting with our technician to plan for the construction.

Both the Friends of the Library and the Library Foundation will have a presence at the Labor Day Street Fair.

The Foundation is planning an informal get-together in the Library on October 23rd.

There was a brief discussion of the timetable for the construction project. Mr. McCarthy will discuss the status.

7. Committee Reports

A. Finance
Motion: To approve payment of bills enclosed in packet with four additions
Moved: Armacost Seconded: Kajouras
For: Armacost, Hurley, Inguanti, Kajouras, Rodriguez, Vellis
Against:
Abstain:
8. Other Reports

A. Mayor
   None.

B. Foundation
   None.

C. Legal
   Mr. McCarthy noted that the contract with AA Architects took 8 months to complete. He expressed concern with meeting the timetable originally outlined for the project, which would have had the bulk of the construction take place during the Library's slow period of January - February 2015. The bidding documents promised by AA are more than 3 weeks overdue.

   Mr. McCarthy outlined three options for the Library at this stage:
   1). Call a meeting with AA and insist on reviewing the required documents immediately
   2). Advise AA that we are putting the project on hold due to missed deadlines
   3). Terminate the deal with AA and proceed with another architect.

   It was decided that Mr. McCarthy and Mr. Hamer will meet with AA and request that the required documents be provided no later than early September. A check for work already completed by AA will be issued by the Library but will not be tendered to AA unless this deadline is met.

9. Old Business
   The status of the building improvements was previously discussed.

10. New Business

A. Energy Grant
   Mr. Hamer presented the summary of the grant proposal from PSE&G to replace all light fixtures in the Library. Retail cost would be $98,000. Cost to us under the grant is less than $30,000. In order to qualify, we would have to do the work before the end of 2014.

   Mr. Hamer answered questions about the light fixtures. He explained that in the past year we spent $8200 to replace old ballasts.

   Projected energy savings total $24,000 per year.

   The Board decided not to move forward at this time due to the uncertainty surrounding the construction project.
B. AA Architects

**Motion:** To authorize the issuance of a check in the amount of $2500 to AA Architects for services rendered. The check will be held by the Library until certain deadlines are met.

Moved: Vellis          Seconded: Kajouras
For: Hurley, Inguanti, Kajouras, Rizzo, Rodriguez, Vellis
Against:
Abstain:

C. New Hires

**Motion:** To approve the appointment of Xavier McCourt as a Page at $8.25/hour.

Moved: Hurley          Seconded: Rizzo
For: Hurley, Inguanti, Rizzo, Rodriguez, Vellis
Against:
Abstain:

**Motion:** To approve the appointment of Lissette Munoz as a Page at $8.25/hour.

Moved: Rodriguez       Seconded: Hurley
For: Hurley, Inguanti, Rizzo, Rodriguez, Vellis
Against:
Abstain:

11. Adjournment

**Motion:** To adjourn the meeting.

Moved: Rodriguez       Seconded: Hurley
For: Hurley, Inguanti, Rizzo, Rodriguez, Vellis

There being no further business before the Board, the meeting was adjourned at 8:18 p.m.

Respectfully submitted,

\[Signature\]

Rose Inguanti
President
Rutherford Public Library Board of Trustees
Minutes for September 8, 2014 Meeting

Open Meeting

1. Roll Call

<table>
<thead>
<tr>
<th>Trustees Present</th>
<th>Ms. Wendy Armacost (arrived 7:07 pm)</th>
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<tr>
<td>Ms. Brenda Fargo</td>
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<td>Ms. Rose Inguanti</td>
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<tr>
<td>Ms. Julie Kajouras</td>
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<td>Mr. James Rizzo</td>
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<td>Ms. Krista Vellis</td>
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<tr>
<th>Absent</th>
<th>Ms. Monica Rodriguez</th>
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<td>Ms. Pat Wester</td>
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<tr>
<th>Staff Present</th>
<th>Mr. Judah Hamer, Director</th>
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<thead>
<tr>
<th>Others Present</th>
<th>Mr. Michael Mastropasqua</th>
</tr>
</thead>
</table>

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

2. Provisions of the Open Public Meetings Act
Ms. Armacost read the provisions of the Open Public Meetings Act.

3. Agenda Approval

   Motion: To approve the agenda

   Moved: Rizzo               Seconded: Fargo
   For:             Fargo, Inguanti, Kajouras, Rizzo, Vellis
   Against:                        
   Abstain:

4. Hearing of Citizens
Ms. Inguanti opened the hearing of the citizens. As no citizens were present to speak, the hearing was closed.

5. Lime Energy grant
Mr. Hamer provided updates on the Lime Energy grant. He reported that the grant allows for completion of the project work in 2015. A brief discussion of the project timeline ensued.

   Motion: To authorize submission of The Direct Install Application and Participation Agreement.

   Moved: Rizzo               Seconded: Kajouras
   For:             Armacost, Fargo, Inguanti, Kajouras, Rizzo, Vellis
   Against:                        
   Abstain:
6. Improvements to Library grounds
Mr. Hamer reported on an informal conversation with the Borough Administrator and the Department of Public Works head about the removal of trees and shrubs in front of the Library to enhance the safety of the intersection and to increase the visibility of the Library building.

Motion: To authorize the DPW to remove trees and shrubs from the Library grounds.
Moved: Kajouras Seconded: Armacost
For: Armacost, Fargo, Inguanti, Kajouras, Rizzo, Vellis
Against:
Abstain:

7. Adjournment
Motion: To adjourn the meeting.
Moved: Armacost Seconded: Rizzo
For: Armacost, Fargo, Inguanti, Kajouras, Rizzo, Vellis

There being no further business before the Board, the meeting was adjourned at 7:17 p.m.

Respectfully submitted,

[Signature]

Rose Inguanti
President
Rutherford Public Library Board of Trustees
Minutes for September 17, 2014 Meeting

Open Meeting

1. Roll Call

Trustees Present
Ms. Wendy Armacost
Mr. Jack Hurley
Ms. Rose Inguanti
Ms. Julie Kajouras
Ms. Krista Vellis

Absent
Mr. James Rizzo
Ms. Monica Rodriguez
Ms. Pat Wester

Staff Present
Mr. Judah Hamer, Director

Call to Order
The meeting was called to order at 7:33 p.m. by Ms. Inguanti

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 as revised
Moved: Hurley Seconded: Kajouras
For: Armacost, Hurley, Inguanti, Kajouras, Vellis
Against: Abstain:

B. Approval of the Minutes

Motion: To approve the minutes of the August 20, 2014 open meeting
Moved: Armacost Seconded: Kajouras
For: Armacost, Hurley, Inguanti, Kajouras, Vellis
Against: Abstain:

Motion: To approve the minutes of the September 8, 2014 open meeting
Moved: Vellis Seconded: Armacost
For: Armacost, Inguanti, Kajouras, Vellis
Against: Hurley
Abstain:
4. Hearing of Citizens
Ms. Inguanti opened the hearing of the citizens. As no citizens were present to speak, the hearing was closed.

5. Finance
Motion: To approve payment of bills enclosed in packet with 4 additions. In addition, a check for $230,000 will be issued to the Borough of Rutherford but will not be dispersed until the Library receives a $230,000 payment from the Borough of Rutherford.
Moved: Armacost  Seconded: Hurley
For: Armacost, Hurley, Inguanti, Kajouras, Vellis
Against:
Abstain:

6. Director’s Report
Mr. Hamer referred the board members to his report enclosed in the previously distributed packet.

7. Old Business

A. Building Improvements/Preparation of RFP
Mr. McCarthy reviewed the proposed bid documents submitted by AA Architects and has recommended that we proceed with the project with some minor changes to the terms. After a lengthy discussion of delays by the architect, the outside time frame for completion should be set at six months.

There was a brief discussion of what might be done with William Carlos Williams’ personal effects during and after renovations.

Motion: To authorize the attorney to proceed with the RFP for Library renovations
Moved: Armacost  Seconded: Hurley
For: Armacost, Hurley, Inguanti, Kajouras, Vellis
Against:
Abstain:

8. New Business
The Boy Scouts have requested permission to conduct a food drive at the Library on an upcoming Saturday. All board members are in favor.
9. Adjournment

Motion: To adjourn the meeting
Moved: Hurley
Seconded: Vellis
For: Armacost, Hurley, Inguanti, Kajouras, Vellis

There being no further business before the Board, the meeting was adjourned at 7:49 p.m.

Respectfully submitted,

[Signature]

Rose Inguanti
President
Rutherford Public Library Board of Trustees  
Minutes for October 15, 2014 Meeting

Open Meeting

1. Roll Call

   Trustees Present  Ms. Wendy Armacost  
                    Ms. Brenda Fargo  
                    Ms. Rose Inguanti  
                    Ms. Julie Kajouras  
                    Mr. James Rizzo (arrived 7:50 p.m.)  
                    Ms. Monica Rodriguez  
                    Ms. Krista Vellis  

   Absent  Ms. Pat Wester  

   Staff Present  Mr. Judah Hamer, Director  

   Others present  Mr. Jim McCarthy  

   Call to Order  The meeting was called to order at 7:20 p.m. by Ms. Inguanti

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 as revised
      Moved:  Fargo  Seconded: Armacost
      For:  Armacost, Fargo, Inguanti, Kajouras, Rodriguez, Vellis
      Against:  
      Abstain:  

   B. Approval of the Minutes
      Motion:  To approve the revised minutes of the September 17 open meeting
      Moved:  Rodriguez  Seconded: Armacost
      For:  Armacost, Inguanti, Kajouras, Vellis
      Against:  
      Abstain:  Fargo, Rodriguez
4. Hearing of Citizens
Ms. Inguanti opened the hearing of the citizens. As no citizens were present to speak, the hearing was closed.

5. Correspondence
None.

6. Director’s Report
Mr. Hamer discussed the status of the 2014 Salaries budget and proposed moving funds from there to other budget line items. The savings in the Salaries budget are a result of management of staff resources. $6,000 will be moved to Maintenance and Facilities, which will be used to make needed ballast repairs. $7,137 will be moved to Technical Services, which will cover a portion of the two year project to upgrade the wireless network. $3,000 will be moved to General Administration to cover legal fees associated with the contract negotiation with AA Architects and the separation of an employee. $25,000 will be moved to Materials.

More staff resources are required on certain days of the week. Mr. Hamer will pursue candidates.

The Mac computers will be upgraded on Sunday, October 25, the day of the Friends of the Library "Breakfast for Dinner" event.

The Rutherford Library Foundation will hold its "Meet and Greet" event on Thursday, October 23. Trustees are asked to arrive by 6:30 p.m.

The Foundation will hold its annual gala on May 2, 2015 at Il Villagio.

7. Committee Reports

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

B. Foundation
Ms. Kajouras reported that a letter was sent to outgoing Foundation Board members thanking them for their service.

8. Other Reports

A. Mayor
None.

B. Legal
Mr. McCarthy reported that bid documents for the renovations have been completed and
have been published on the Library website along with all plans and design documents. Mr. McCarthy explained the purpose of requiring two sealed copies of all bids. Bids are due on November 14, 2014. There will be a walk-through for bidders on October 31, 2014.

The contract with AA Architects has been completed and requires Ms. Inguanti's signature. Mr. McCarthy stressed the importance of managing deadlines and suggested requiring weekly progress meetings with the architect and the submission by the architect of a weekly time variance report.

Mr. McCarthy explained the concept of prevailing rates and how they may or may not be applied in this project.

Mr. McCarthy reported that the contract for Library union employees has been signed and will be in effect until December 31, 2016.

9. Old Business
Refer to Mr. McCarthy's legal report in section 8B.

10. New Business

A. Budget Transfers
Motion: To authorize transfer of the following amounts from Salaries and Wages: $6,000 to Maintenance and Facilities; $7,137 to Technical Services; $3,000 to General Administration; $25,000 to Materials
Moved: Kajouras Seconded: Rodriguez
For: Armacost, Fargo, Inguanti, Kajouras, Rizzo, Rodriguez, Vellis
Against:
Abstain:

B. 2015 Budget
Mr. Hamer reviewed the process for approving the 2015 Budget and submitting it to the Borough Administrator, Mayor & Council.

Summary highlights of the new budget are as follows:

Income: A request will be made for a 2% increase ($19,200) in the Borough's appropriation, the first increase request in six years. This will cover anticipated losses in capital funds and lack of unanticipated savings that were realized in prior years.

Salaries/Benefits: A 4.3% decrease will be achieved through improved management of staff resources, savings in unemployment benefits, and containment of health care costs through the use of more part-time employees.

General Administration: No increase will be requested. Savings will be realized in the area of staff development, as the greatest cost is for time spent learning new technology.
without formal outside instruction required.

**Materials:** A 2% overall increase, with individual sub-accounts being based on analysis of how the public uses our collections.

**Public Programs:** A 20% increase will cover cost increases in popular children's programs and the implementation of a Museum Pass program.

**Telecommunications/Network:** A 28% increase will cover the completion of the wireless network upgrade and increased bandwidth in internet connectivity for our patrons.

**Maintenance/Facilities:** A 3.8% increase will be allocated to cleaning services for the new bathrooms.

11. **Adjournment**

Motion: To adjourn the meeting
Moved: Armacost
For: Armacost, Fargo, Inguanti, Kajouras, Rizzo, Rodriguez, Vellis
Seconded: Kajouras

There being no further business before the Board, the meeting was adjourned at 8:28 p.m.

Respectfully submitted,

Rose Inguanti
President
Rutherford Public Library Board of Trustees
Minutes for November 19, 2014 Meeting

Open Meeting

1. Roll Call

Trustees Present
Ms. Wendy Armacost
Mr. Jack Hurley
Ms. Rose Inguanti
Ms. Julie Kajouras
Ms. Monica Rodriguez
Ms. Pat Wester

Absent
Mr. James Rizzo
Ms. Krista Vellis

Staff Present
Mr. Judah Hamer, Director

Others present
Mr. Jim McCarthy

Call to Order
The meeting was called to order at 7:07 p.m. by Ms. Inguanti

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 revised agenda
Moved: Rodriguez Seconded: Wester
For: Armacost, Hurley, Inguanti, Kajouras, Rodriguez, Wester
Against:
Abstain:

B. Approval of the Minutes
Motion: To approve the minutes of the October 15 open meeting
Moved: Armacost Seconded: Kajouras
For: Armacost, Inguanti, Kajouras, Rodriguez
Against:
Abstain: Wester, Hurley
4. Hearing of Citizens
Ms. Inguanti opened the hearing of the citizens. As no citizens were present to speak, the hearing was closed.

5. Correspondence
None.

6. Director's Report
Mr. Hamer pointed out that there are a number of tasks that aren't included within the scope of the construction project. He is getting quotes for these tasks.

The 3M security system would cost approximately $15,000 to reinstall. Mr. Hamer recommended that it not be done until we've evaluated its value relative to the losses we might suffer. In the interim, dummy cameras will be installed after the renovation.

It is anticipated that the Library will have to be closed for three days to accomplish the moving tasks. Mr. Hamer will hire temporary help using the “Library Monitor” title to move shelves and books and to pack items to be stored in boxes on the mezzanine.

7. Committee Reports

A. Finance
   Motion: To approve payment of bills enclosed in packet with 5 additions
   Moved: Hurley                Seconded: Wester
   For:   Armacost, Hurley, Inguanti, Kajouras, Rodriguez, Wester
   Against: 
   Abstain: 

8. Other Reports

A. Mayor
   None.

B. Foundation
   The “Meet and Greet” event was a success.

C. Legal
   Mr. McCarthy gave an update on the construction project. There were adjustments required to the original RFP (i.e. modified insurance requirements) that necessitated pushing the bid due date to November 24.

   18 firms attended the walk-through in late October.
There was a discussion of the affect of prevailing rates on public job sites and the significant impact these can have on the cost of a project. It was pointed out that these rates apply only to wages and not to supplies and products such as furniture. Every effort will be made to minimize the impact of prevailing rates, such as hiring the aforementioned temporary help to do the moving tasks.

An agent will be contracted to secure millwork, carpeting and other items which will result in cost savings for the Library.

9. Old Business

A. 2015 Budget
The Board complimented Mr. Hamer on his crafting of the proposed cover letter. A detailed budget rather than a summary will be submitted.

Motion: To approve submission of the proposed 2015 budget and cover letter to the Mayor, Council and Borough Administrator.
Moved: Hurley Seconded: Kajouras
For: Armacost, Hurley, Inguanti, Kajouras, Rodriguez, Wester
Against:
Abstain:

10. New Business

A. Addition to BCCLS
Mr. Hamer presented the pros and cons of adding a library to BCCLS.

Motion: To authorize the Director to approve admission of the West Orange Public Library to the Bergen County Cooperative Library System (BCCLS).
Moved: Armacost Seconded: Rodriguez
For:
Against: Armacost, Hurley, Inguanti, Kajouras, Rodriguez, Wester
Abstain:

B. Construction Project

Motion: To authorize the payment of $21,240 to AA Architectural for the completion of Phase 2 of the contract.
Moved: Armacost Seconded: Kajouras
For: Armacost, Hurley, Inguanti, Kajouras, Rodriguez, Wester
Against:
Abstain:
11. Adjournment

**Motion:** To adjourn the meeting.
 Moved: Kajouras                Seconded: Wester
 For:  Armacost, Hurley, Inguanti, Kajouras, Rodriguez, Wester

There being no further business before the Board, the meeting was adjourned at 8:03 p.m.

Respectfully submitted,

Rose Inguanti
President
Rutherford Public Library Board of Trustees
Minutes for December 17, 2014 Meeting

Open Meeting

1. Roll Call

Trustees Present: Ms. Wendy Armacost
Ms. Rose Inguanti
Ms. Julie Kajouras
Ms. Krista Vellis
Ms. Pat Wester

Absent: Mr. Jack Hurley
Mr. James Rizzo
Ms. Monica Rodriguez

Staff Present: Mr. Judah Hamer, Director

Others present: Mr. Jim McCarthy

Call to Order: The meeting was called to order at 7:23 p.m. by Ms. Inguanti

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 revised agenda
Moved: Armacost Seconded: Vellis
For: Armacost, Inguanti, Kajouras, Vellis, Wester
Against:
Abstain:

B. Approval of the Minutes

Motion: To approve the minutes of the November 19 open meeting
Moved: Armacost Seconded: Kajouras
For: Armacost, Inguanti, Kajouras, Wester
Against:
Abstain: Vellis
4. Hearing of Citizens
Ms. Inguanti opened the hearing of the citizens. As no citizens were present to speak, the hearing was closed.

5. Committee Reports

A. Finance
Motion: To approve payment of bills enclosed in packet with 4 additions
Moved: Kajouras            Seconded: Vellis
For: Armacost, Inguanti, Kajouras, Vellis, Wester
Against:
Abstain:

6. Adjournment

Motion: To adjourn the meeting.
Moved: Armacost            Seconded: Vellis
For: Armacost, Inguanti, Kajouras, Vellis, Wester

There being no further business before the Board, the meeting was adjourned at 7:35 p.m.

Respectfully submitted,

Rose Inguanti
President