Rutherford Public Library Board of Trustees
Minutes for January 25, 2016 Meeting

Open Meeting

1. Roll Call

Trustees Present

Ms. Wendy Armacost
Ms. Rose Inguanti
Ms. Julie Kajouras
Mr. James Rizzo
Ms. Monica Rodriguez

Absent

Ms. Brenda Fargo
Ms. Krista Vellis

Staff Present

Mr. Judah Hamer, Director

Others present

Mr. James 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 changes.
Moved: Kajouras Seconded: Rodriguez
For: Armacost, Inguanti, Kajouras, Rizzo, Rodriguez
Against:
Abstain:

B. Approval of the Minutes

Motion: To approve the minutes of the December 21 open meeting.
Moved: Armacost Seconded: Rodriguez
For: Armacost, Inguanti, Rizzo, Rodriguez
Against:
Abstain: Kajouras
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 new Dell computers arrived, and he related the firewall, work productivity and other software that will be installed on these machines.

Mr. Hamer reported that two candidates are coming back for staff interviews for the Technology Librarian/Instructor position. He also indicated that two people will be on maternity leave mid-2016; both are part time employees.

Mr. Hamer will be working on the State Aid report, which documents compliance with State-level library regulations. Compliance is necessary both to receive State Aid and to remain a member of BCCLS.

Mr. Hamer noted that year-end circulation figures are down somewhat, likely due to construction. He discussed the circulation figures, both in terms of what is loaned directly to Rutherford residents from our own collection and what is loaned through resource-sharing with other libraries.

7. Committee Reports

A. Finance

Motion: To approve payment of bills enclosed in packet.
Moved: Rodriguez  Seconded: Armacost
For:  Armacost, Inguanti, Kajouras, Rizzo, Rodriguez
Against:
Abstain:

Discussion regarding finance meeting with Councilman O'Connor and Councilwoman Smith. There were some questions about how the third of a million funding had gone up. Councilman O'Connor will get back to the Finance committee.

Motion: To allow the President and Treasurer on behalf of the board to write a memo revising the request for the municipal appropriation to the 2016 municipal appropriation.
Moved: Rizzo  Seconded: Armacost
For: Armacost, Inguanti, Kajouras, Rizzo, Rodriguez
Against:
Abstain:

8. Other reports:

- Renovations
Mr. Seldak reported. There is one electrical issue with lighting under the bridge area. One suggestion was recessed LED can lights. He has to discuss with Albert. Also, the 2 by 4 light fixtures. They can be retro fitted with something else, but many of them have duct work above them. One solution is to retrofit each housing with LED bulbs. Lens covers – might have to use smaller squares because they will fit.

Mr. McCarthy reported that we have not completed Sedco’s billing submission. Mr. Seldak said we could merge the new bill with the old bill of 49.5K. Still waiting for Albert to approve the original bill. The total will now be $90,675 for the combined bills or $41,175 for the third payment.

Painting - needs to get done before flooring. Tile is up in bathrooms. Doors are ordered. Ceiling tiles are 85% done. Hoping by end of February most of major construction will be done. Carpet is about a 7 week lead time.

**Motion:** To approve payment #3 to Sedco subject to architect approval for $41,174
Moved: Rodriguez Seconded: Armacost
For: Armacost, Inguanti, Kajouras, Rizzo, Rodriguez
Against:
Abstain:

Painting – $35,000 is the estimate to paint the building, which is more than the board wanted to spend. Thinking of other options to see if a better price can be obtained.

The Friends of the Library Gala is scheduled for May 7th.

9. Old Business

None

10. New Business

- There was discussion of the flooring contract proposed by Commercial Interiors Direct, Inc., amounting to $129,031.07, which is a state contract price. The price was discussed, and it was agreed that there is a need to look at other contractors to see if we can get a better price. Mr. Hamer related that Architect Albert Albu indicated there to be three others that are on state contract. Mr. Hamer can ask Albert to get prices from. It was suggested that we include 10% additional stock to have on hand for replacing damaged flooring when necessary.

**Motion:** To authorize the Building Committee to direct legal counsel to initiate bidding process for flooring contingent upon review of further quotes.
Moved: Kajouras Seconded: Rodriguez
For: Armacost, Inguanti, Kajouras, Rizzo, Rodriguez
Against:
Abstain:
- Legal Counsel

**Motion:** To appoint McCarthy & Jennerich as legal counsel in accordance with the following resolution.
Moved: Armacost                Seconded: Kajouras
For: Armacost, Inguanti, Kajouras, Rizzo, Rodriguez
Against:
Abstain:

**RESOLUTION TO APPOINT LEGAL COUNSEL**

**WHEREAS,** the Library Board has determined that it is in the best interest to retain the professional set forth in this Resolution;

**WHEREAS,** the Library Board is familiar with the credentials of McCarthy & Jennerich and has previously found that they have the requisite professional expertise and experience to assist the Library; and

**WHEREAS,** the Library Board has previously appointed McCarthy & Jennerich as its Legal Counsel; and

**WHEREAS,** the Library Board seeks to enter an agreement to retain McCarthy & Jennerich for performance of professional services not to exceed the cost of $20,000 for the year 2016;

NOW, THEREFORE, BE IT RESOLVED that McCarthy & Jennerich is hereby authorized to serve as Legal Counsel for the Library.

- BCCLS Certification of Agreement

**Motion:** To authorize Judah Hamer and Rose Inguanti to complete the BCCLS Certification of Agreement.
Moved: Rizzo                Seconded: Kajouras
For: Armacost, Inguanti, Kajouras, Rizzo, Rodriguez
Against:
Abstain:

- Mr. Hamer reported that there is a need for some furniture and shelving for the children’s room. We will need tables and chairs that are child height, along with shelving for that space.

11. Legal Report

None
12. Adjournment

Motion: To adjourn the meeting
Moved: Armacost    Seconded: Kajouras
For: Armacost, Inguanti, Kajouras, Rizzo, Rodriguez
Against:
Abstain:

There being no further business before the Board, the meeting was adjourned at 9:14 p.m.

Respectfully submitted,

Cori Verdino
Rutherford Public Library Board of Trustees
Minutes for February 22, 2016 Meeting

Open Meeting

1. Roll Call

   Trustees Present
   Ms. Wendy Armacost
   Mr. Anthony Nicodemo
   Ms. Brenda Fargo
   Ms. Rose Inguanti
   Ms. Julie Kajouras
   Mr. James Rizzo
   Ms. Monica Rodriguez

   Absent
   Ms. Krista Vellis

   Staff Present
   Mr. Judah Hamer, Director

   Others present
   Mr. James McCarthy

   Call to Order
   The meeting was called to order at 7:00 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 changes.
      Moved: Armacost   Seconded: Rizzo
      For: Armacost, Nicodemo, Fargo, Inguanti, Kajouras, Rizzo, Rodriguez
      Against:
      Abstain:

   B. Approval of the Minutes
      Motion: To approve the minutes of the January 25 open meeting.
      Moved: Armacost   Seconded: Rizzo
      For: Armacost, Inguanti, Kajouras, Rizzo, Rodriguez
      Against:
      Abstain: Nicodemo, Fargo
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 on the new hire, Sara Keegan, and related that new adult programs would be scheduled in the fall since adult attendance of typically programs is down in the summer. Ms. Keegan's initial focus in terms of technology will be the Library's web presence.

Mr. Hamer provided a renovation update.
- There is a new quote for flooring, and Mr. Hamer explained the value engineering of the original quote. The savings is from the original quote is just about $50,000, and the target date for installation would be March 14.
- Mr. Hamer noted the pending update of the phone system, which will be timed with the final stages of the renovation.
- Looking at putting electric outlets along the perimeter on Park Ave side. Met with members of the Council, they had some questions regarding the funding. Furniture - using Pat Dunn for adult furniture. Children’s furniture - looking at a couple different vendors.

The Friends of the Library has planned a cashola at TGIF on Thursday, February 25. The staff has decided to attend in support, and the Foundation is also supporting the Friends by holding its Gala planning meeting there. There was discussion about the Friends' support of Library programs, and how this may be a challenge to sustain in the future because of the changes in the book sales. There was additional discussion of programming, with an emphasis on technology-based programming opportunities for children like coding classes.

Mr. Hamer discussed an upcoming request to the Foundation for support in the acquisition of furnishings and donation of millwork. He will provide the Foundation an overview of needs.

Output measures are a down somewhat, notably the door count and circulation of materials. This is to be expected while we are in temporary quarters.

The BCCLS office manager Pat Loughnane passed away unexpectedly last week. She was integral to the organization, and it is likely to be a difficult transition for the organization.

There was discussion of the cut to the 2016 budget. The Board discussed closing the Library for the summer on Saturdays from July 4th weekend through Labor Day weekend.

7. Committee Reports
A. Finance

**Motion:** To approve payment of bills enclosed in packet.
Moved: Rodriguez Seconded: Fargo
For: Armacost, Fargo, Inguanti, Kajouras, Rizzo, Rodriguez
Against: Nicodemo

**Motion:** To approve the following amendments to the 2016 budget: reduce the public programs budget by $6,500; reduce the maintenance and facilities by $4,000; reduce salaries and fringe by $3,000; reduce general administration by $1,400.
Moved: Armacost Seconded: Kajouras
For: Armacost, Fargo, Inguanti, Kajouras, Rizzo, Rodriguez
Against: Nicodemo

**Motion:** To modify the library hours on Saturdays during the summer, closing the library commencing the weekend of 4th of July through Labor Day weekend.
Moved: Nicodemo Seconded: Armacost
For: Armacost, Nicodemo, Fargo, Inguanti, Kajouras, Rizzo, Rodriguez
Against: Nicodemo

8. Other reports:

Renovations

Joseph Sedlak of Sedco reported.
- Lighting retrofit. The lens covers have been re-selected because the parabolic lens covers did not fit correctly against the HVAC system. The lens covers will be opaque white, and they will be custom cut to the existing frame size. The LED drivers are in stock items.
- Lighting under mezzanine. Mr. Sedlak reported that he is waiting on costs for recessed LED fixtures that will be installed under the mezzanine, and he explained that the fixture type had to be changed because of constraints related to the structural support of the mezzanine. He indicated that he is trying his best to fit everything in the original budget.
- Addition of outlets on Park Avenue side of mezzanine. This change order was discussed.
- Bathrooms. The doors and plumbing fixtures are still to be installed; there was
- Circulation desk needs to be looked at next. Materials, size, etc. Construction is mostly done.

Ms. Kajouras mentioned her concern about holding anything up if we have to wait for a meeting, and it was noted that many decisions can be made at the committee level if the amount was already budgeted.

Mayor (or Alternate)

The Board welcomed the new alternate, Anthony Nicodemo.
Foundation
The Gala is scheduled for May 7, and Mr. Hamer indicated that Foundation President Pat Wester will attend the next Library Board meeting. He asked Trustees to begin working on arrangements for their own tables.

Legal
No report

9. Old Business

- Flooring contract
  Motion: To authorize the Director to execute the flooring contract proposed by Commercial Interiors Direct, Inc., amounting to $80,083.61.
  Moved: Rizzo   Seconded: Kajouras
  For: Armacost, Fargo, Inguanti, Kajouras, Rizzo, Rodriguez
  Against: 
  Abstain: Nicodemo

10. New Business

- Painting contract
  Motion: To authorize the Director to execute the painting contract proposed by Andy Topp, not to exceed $15,000.
  Moved: Rodriguez   Seconded: Kajouras
  For: Armacost, Nicodemo, Fargo, Inguanti, Kajouras, Rizzo, Rodriguez
  Against: 
  Abstain:

- New hire
  Motion: To approve the appointment of Sara Keegan as a Librarian 1 at an annual salary of $51,000, pursuant to Civil Service regulations.
  Moved: Fargo   Seconded: Rizzo
  For: Armacost, Nicodemo, Fargo, Inguanti, Kajouras, Rizzo, Rodriguez
  Against: 
  Abstain:

- Loan of William Carlos William hat, plaster bust, and books to Meadowlands Museum
  Motion: To authorize the Library Director to consent to a temporary loan of several items from the William Carlos Williams Collection to the Meadowlands Museum, contingent upon the Museum's submission of a loan agreement approved by the Library Director.
  Moved: Armacost   Seconded: Rodriguez
  For: Armacost, Nicodemo, Fargo, Inguanti, Kajouras, Rizzo, Rodriguez
  Against: 
  Abstain:

Ms. Rodriguez asked when contract negotiations will start. Mr. Hamer said probably over the summer.
11. Adjournment

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

There being no further business before the Board, the meeting was adjourned at 8:25 p.m.

Respectfully submitted,

Cori Verdino
Rutherford Public Library Board of Trustees
Minutes for March 21, 2016 Meeting

Open Meeting

1. Roll Call

Trustees Present
Mr. Anthony Nicodemo
Ms. Brenda Fargo
Ms. Rose Inguanti
Ms. Julie Kajouras
Mr. James Rizzo
Ms. Monica Rodriguez
Ms. Krista Vellis

Absent
Ms. Wendy Armacost

Staff Present
Mr. Judah Hamer, Director

Others present
Mr. James McCarthy
Ms. Pat Wester

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

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

3. President's Report

A. Agenda

Motion: To approve the agenda with changes.
Moved: Rizzo Seconded: Fargo
For: Nicodemo, Fargo, Inguanti, Kajouras, Rizzo, Rodriguez, Vellis
Against:
Abstain:

B. Approval of the Minutes

Motion: To approve the minutes of the February 22, 2016 meeting.
Moved: Rodriguez Seconded: Kajouras
For: Fargo, Inguanti, Kajouras, Nicodemo, Rizzo, Rodriguez
Against:
Abstain: Vellis
4. Hearing of Citizens

Ms. Inguanti opened the hearing of the citizens. As no citizens wished to speak, the hearing was closed.

5. Correspondence

The Foundation has received the check for the Bequest from the Katherine Howe Estate.

6. Director's Report

Mr. Hamer reported on the start of Technology Librarian Sara Keegan, who will focus her efforts on the website initially, while also becoming familiar with the Library's local-level procedures and services.

We will take a tour of the construction after the meeting.

Mr. Hamer and Jane Tarantino have met with vendors in order to develop specifications and pricing for shelving and furniture for the children’s space. The furniture will be on State Contract or in the educational pricing cooperative to which the Library belongs, but shelving will not be. He suggested the Board allocate capital funds for use for the material eligible for purchase under the state or educational cooperative contracts; the Foundation can pay for and donate the shelving.

Mr. Hamer related how the Library phone system is a branch of the Borough’s telephone system. He reviewed the history of the current system, which was installed about 1984 using the existing internal lines (from the mid-1970s). New hardware for the system will cost approximately $4,900. In addition, new internal lines will need to be run for the system and this will incur an additional cost.

The WCW items have been loaned to the Meadowlands Museum.

The annual State Report has been completed.

The Presbyterian Church has donated $2,500 to the Library; the Foundation will invite the Pastor and his wife to attend the Gala.

The Friends of the Library are holding their Edible Book Festival is on April 2, and their Book Sale is on April 29-30.

7. Committee Reports

A. Finance

Motion:  To approve payment of bills enclosed in packet.
Moved:  Rodrigues  Seconded: Kajouras
For:  Fargo, Inguanti, Kajouras, Nicodemo, Rizzo, Rodriguez, Vellis
Against:
Abstain:
8. Other reports:

- Renovations. Joseph Sdlik of Sedco reported.
  - Lighting. He is working on final development of the lighting budget with the changes to the specifications for fixtures. The bridge area under the mezzanine will stay with the original plan of recessed LED strip lights because a slight modification enables the installation to be done without interfering with any trusses. Surface mounted LED fixtures are being researched for the east and west sides of under the mezzanine.
  - Among the punch list items that need to be completed is some tile work in the new bathrooms and surrounding area.
  - Mr. Sdlik is in receipt of the plans for the millwork and will submit a proposal. There was discussion regarding various finishes for the front that will be durable and can be repaired if damaged.
  - The doors to the bathrooms were ordered over a month ago, and Sedco is still waiting for them to come in.
  - Ms. Inguanti asked if there’s anything that the Board can do to move things along. Mr. Sdlik replied that he is working on the door vendor as well as the lighting specifications, and that the only thing that might hold up are the linear lights under the bridge because of lead-time on the material.
  - Mr. McCarthy suggested that Mr. Sdlik get information from the carpet company to make sure that whatever he does to install the lights, it doesn’t void the warranty on the carpet.

Mr. Rizzo stated that the wait times are extensive and we should review what credits are due to the Library due to cost-saving change orders. He suggested the Board explore lighting options for under the mezzanine itself. He also noted the need to price out the millwork that needs to be completed.

Mr. McCarthy is going address an issue with Sedco regarding the electrician, and he will work out the change orders and what credits exist.

- Mayor (or Alternate) – no report

- Foundation – Ms. Wester read a letter that she wrote to the Bergenite regarding the renovation. The Gala committee had a productive kick-off meeting. The Gala is on May 7, with the Honoree being Sheila McPherson. Discussion ensued regarding the set-up of the Foundation and the cross-over Board members and how this configuration work well and keeps Foundation activity moving forward and also aligned with the director of the Library and its Board.

- Legal – No additional report

9. Old Business
Furniture and shelving for the children’s room

Motion: To authorize the expenditure of up to $12,000 in capital funds for children’s room furnishings.
Moved: Kajouras Seconded: Rizzo
For: Fargo, Inguanti, Kajouras, Nicodemo, Rizzo, Rodriguez, Vellis
Against: 
Abstain: 

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10. New Business

- Annual audit
  **Motion:** To approve the engagement of Ferraioli, Wielkotz, Cerullo and Cuva, P.A. to complete the audit for the Library at a cost of $3,260.
  Moved: Rodriguez  Seconded: Kajouras
  For: Fargo, Inguanti, Kajouras, Nicodemo, Rizzo, Rodriguez, Vellis
  Against:
  Abstain:

- Telephone system – covered in the Director’s report

- August meeting – reschedule for August 22, 2016

11. Adjournment

  **Motion:** To adjourn the meeting
  Moved: Rizzo  Seconded: Vellis
  For: Fargo, Inguanti, Kajouras, Nicodemo, Rizzo, Rodriguez, Vellis
  Against:
  Abstain:

There being no further business before the Board, the meeting was adjourned at 8:10 p.m.

Respectfully submitted,

Cori Verdino
Rutherford Public Library Board of Trustees
Minutes for April 18, 2016 Meeting

Open Meeting

1. Roll Call

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

   Absent            Ms. Brenda Fargo

   Staff Present     Mr. Judah Hamer, Director

   Others present   Mr. James McCarthy

   Call to Order    The meeting was called to order at 7:10 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: Armacost    Seconded: Rodriguez
      For: Armacost, Nicodemo, Inguanti, Rizzo, Rodriguez, Vellis
      Against:
      Abstain:

   B. Approval of the Minutes

      Motion: To approve the minutes of the March 22 open meeting.
      Moved: Rizzo       Seconded: Nicodemo
      For: Nicodemo, Inguanti, Rizzo, Rodriguez, Vellis
      Against:
      Abstain: Armacost
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 on construction, relating the status of the flooring, lighting, doors, and phone system. He explained that the longest lead item for the project at this point is the furniture order for children's shelving, which should be delivered the last week in May. Other updates covered: the dismantling the old steel shelving from the children's room; enhancing the layout of fiction, non-fiction and audio books during their relocation; and, minor weeding of these collections. Mr. Hamer noted that the CD storage units need to be painted to match the other furniture.

Mr. Hamer reported that quotes for millwork are coming in to the Foundation, and that these will be reviewed so this work can begin.

Mr. Hamer related that the sewer backed up, and that it is advisable to jet the line to complete a more comprehensive clean-out.

Mr. Hamer shared that The Friends of the Library made $1,600 at Edible Book Fair, and that at the end of April their semi-annual Book Sale would be held.

7. Committee Reports

A. Finance

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

8. Other reports:

Renovations

Joseph Seldak of Sedco reported on the status of the lighting work and the bathrooms, noting the need to install baby changing stations and a few fixtures.

Mr. Seldak reviewed his application for next payment, which included a breakdown of expenditures. Mr. Rizzo inquired about the credits, such as for painting and HVAC. Mr. Seldak said he would submit a detailed payment application to the Architect and to Board Attorney Jim McCarthy.
Mayor (or Alternate) - No report.

Foundation

Mr. Hamer noted that the Gala is scheduled for May 7, and that it is important for the Board to continue to sell tickets. He indicated that the invitations have been mailed, and that there are already 17 tables sold. Ms. Rodriguez pointed out that the email reply to individuals who donate or purchase tickets online needs updating to include the tax ID number of the Foundation, along with the amount of the event that is tax deductible.

Legal

9. Closed session

**Motion:** To go into closed session
Moved: Inguanti  Seconded: Rizzo
For: Armacost, Inguanti, Kajouras, Nicodimo, Rizzo, Rodriguez, Vellis
Against: 
Abstain:

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, April 18, 2016 at 7:55 PM in the Library to discuss contract matters and 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.

10. Old Business

None

11. New Business

- Closing for relocation to the main floor.

  **Motion:** To authorize the Director to close the Library for up to four days in May or June 2016 so that staff can relocate to the main floor.
  Moved: Rizzo  Seconded: Kajouras
  For: Armacost, Inguanti, Kajouras, Nicodimo, Rizzo, Rodriguez, Vellis
  Against: 
  Abstain:

- Arrangements for staff coverage due to upcoming maternity leave
**Motion:** To approve the appointment of Patrick Tanella as a Library Monitor at a rate of $12.00/hour, pursuant to Civil Service regulations.

Moved: Armacost          Seconded: Rizzo

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

Against:

Abstain:

- Sedco payment

**Motion:** To authorize release of the remaining portion of the Payment 2, which has been reviewed and approved by the architect.

Moved: Rizzo          Seconded: Kajouras

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

Against:

Abstain:

11. Adjournment

**Motion:** To adjourn the meeting

Moved: Armacost          Seconded: Kajouras

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

Against:

Abstain:

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

Respectfully submitted,

Cori Verdino
Rutherford Public Library Board of Trustees
Minutes for May 16, 2016 Meeting

Open Meeting

1. Roll Call

Trustees Present
Ms. Brenda Fargo
Ms. Julie Kajouras
Mr. Anthony Nicodemo
Ms. Rose Inguanti
Mr. James Rizzo
Ms. Monica Rodriguez
Ms. Krista Vellis
Ms. Pat Wester

Absent
Ms. Wendy Armacost

Staff Present
Mr. Judah Hamer, Director

Others present
Mr. James McCarthy

Call to Order
The meeting was called to order at 7:05 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: Fargo Seconded: Vellis
For: Fargo, Nicodemo, Inguanti, Rizzo, Rodriguez, Vellis, Wester
Against:
Abstain:

B. Approval of the Minutes

Motion: To approve the minutes of the April 18 open meeting.
Moved: Rizzo Seconded: Nicodemo
For: Nicodemo, Inguanti, Rizzo, Rodriguez, Vellis
Against:
Abstain: Fargo, Wester
4. Hearing of Citizens

Ms. Inguanti opened the hearing of the citizens. As no citizens requested to speak, the hearing was closed.

5. Correspondence

None.

6. Director's Report

Mr. Hamer reported. He reviewed the status of the lighting installation, noting that the fixtures in the fiction area have yet to be installed. The Foundation has asked Andy Topp has to create the millwork pieces that are being donated to the Library; these millwork pieces will be finished with quartz stone that match the top pieces on the walls around the perimeter of the children’s room.

Mr. Hamer reported on the relocation of collections, which is already under way. He added that office supplies are also being relocated and/or staged for relocation.

The Friends of the Library earned $3,000 at their Book Sale. Mr. Hamer indicated that this was a short and brief sale, so these earnings are a healthy return on the efforts invested. The staff provided more assistance than usual in order because the book sale planning and implementation was done under a tight timeline.

Mr. Hamer is targeting June 6 or June 13 for re-opening on the main floor.

The furniture quotes are underway, with the support of Foundation officers. Mr. Hamer is pursuing a firm date on the delivery of the children’s shelving, which should arrive late May or early June.

Mr. Hamer shared about his work on the BCCLS By-Laws Committee; as Chair he has facilitated a proposal to restructure their Board that is designed to strengthen the organization and keep it moving forward. This proposal will be voted on in June.

7. Committee Reports

A. Finance

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

8. Other reports:
Renovations
Joseph Sedlak of Sedco reported that work is almost done. He shared that the lighting is near completion, and that he is waiting on hardware for the doors. He shared that he found a good option for LED lighting in the fiction area.

Mayor (or Alternate)
No report.

Foundation
Mrs. Wester reported on the Gala, recapping its success. Over 200 guests attended, and BCB again sponsored the event. Sheila McPherson, the honoree, brought many guests and additionally donated $5,000. There has been considerable positive feedback about the event. Ms. Wester acknowledged Mr. Rizzo and Mr. Hamer’s efforts. Next year’s Gala is scheduled for May 13. A cocktail hour reception is scheduled for June 23.

Legal
Mr. McCarthy said he would be speaking with Mr. Hamer and Mr. Rizzo about Sedco’s payment application to ensure that the documentation for the project is all in order before the next payment is released. Mr. McCarthy also described the development of a punch list as a next step towards wrapping up the project.

Mr. McCarthy noted that the Union contract will be expiring at the end of this year. The plan is to in the Fall remind the union that the contract is expiring, so the contract can be settled before expiration.

9. Closed session

Motion: To go into closed session
Moved: Rizzo Seconded: Kajouras
For: Fargo, Inguanti, Kajouras, Nicodimo, Rizzo, Rodriguez, Vellis, Wester
Against:
Abstain:

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, May 16, 2016 at 7:56 PM in the Library to discuss contract matters and 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.

10. Old Business

None

May 16, 2016
Page 3 of 4
11. New Business

- Furnishings for the children's room
  
  **Motion:** To authorize the expenditure of up to $10,000 of capital funds for slat wall, end panels, and canopy for the children's room.
  
  **Moved:** Kajouras  **Seconded:** Fargo
  **For:** Fargo, Inguanti, Kajouras, Nicodimo, Rizzo, Rodriguez, Vellis, Wester
  **Against:**
  **Abstain:**

- Furnishings for adult areas
  
  **Motion:** To authorize the expenditure of up to $20,000 of capital funds for tables, chairs and other furnishings for the adult sections of the main floor or mezzanine.
  
  **Moved:** Kajouras  **Seconded:** Rizzo
  **For:** Fargo, Inguanti, Kajouras, Nicodimo, Rizzo, Rodriguez, Vellis, Wester
  **Against:**
  **Abstain:**

- Sedco payment application #2 (third payment) for $54,735 will be tabled until there is a meeting between Mr. Hamer, Mr. McCarthy and Mr. Rizzo to review the application. Following this there will be a meeting of the Building Committee to determine payment.

11. Adjournment

  
  **Motion:** To adjourn the meeting
  
  **Moved:** Rizzo  **Seconded:** Velliz
  **For:** Fargo, Inguanti, Kajouras, Nicodimo, Rizzo, Rodriguez, Vellis, Wester
  **Against:**
  **Abstain:**

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

Respectfully submitted,

[Signature]

Cori Verdino

May 16, 2016
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Rutherford Public Library Board of Trustees
Minutes for June 20, 2016 Meeting

Open Meeting

1. Roll Call

Trustees Present
Ms. Wendy Armacost
Ms. Brenda Fargo
Ms. Julie Kajouras
Mr. Anthony Nicodemo
Ms. Rose Inguanti
Ms. Krista Vellis
Ms. Pat Wester

Absent
Mr. James Rizzo
Ms. Monica Rodriguez

Staff Present
Mr. Judah Hamer, Director

Others present
Mr. James McCarthy

Call to Order
The meeting was called to order at 7:00 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: Fargo Seconded: Kajouras
For: Armacost, Fargo, Kajouras, Nicodemo, Inguanti, Vellis, Wester
Against:
Abstain:

B. Approval of the Minutes

Motion: To approve the minutes of the May 16, 2016 open meeting.
Moved: Fargo Seconded: Wester
For: Fargo, Kajouras, Nicodemo, Inguanti, Vellis, Wester
Against:
Abstain: Armacost
4. Hearing of the citizens

Ms. Inguanti opened the hearing of the citizens. As no citizens requested to speak, the hearing was closed.

5. Closed session

Motion: To go into closed session
Moved: Armacost               Seconded: Vellis
For: Armacost, Fargo, Kajouras, Nicodemo, Inguanti, Vellis, Wester
Against:
Abstain:

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, June 20, 2016 at 7:06 PM in the Library 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 return to open session
Moved: Armacost               Seconded: Wester
For: Armacost, Fargo, Kajouras, Nicodemo, Inguanti, Vellis, Wester
Against:
Abstain:

The Board tabled the approval of the closed session meeting minutes from the May 16, 2016 closed meeting and the April 18, 2016 closed meeting.

6. Correspondence

None.

7. Director's Report

Mr. Hamer reviewed the status of various components of the renovation, including the lighting installation, bathroom finish work. He also reported on the status of the millwork, the expected arrival date of children's and adult furnishings, and also the timeline of the children's room shelving delivery and installation. He commented on a significant adjustment to the construction of the main service point he and Mr. Topp made, because once the it was framed out it was apparent that the architect’s specifications were incorrect.

Mr. Hamer related the plans for the relocation to the main floor for the coming week.

Mr. Hamer reported that the major restructuring of BCCLS governance, proposed by the BCCLS By-Laws Committee he chairs, has been approved by the membership.
Mr. Hamer reported that the major restructuring of BCCLS governance, proposed by the BCCLS By-Laws Committee he chairs, has been approved by the membership.

8. Committee Reports

A. Finance

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

8. Other reports:

Mayor (or Alternate)
No report.

Foundation
Ms. Wester commented on the support provided from the Foundation for the millwork and furnishings.

9. Old Business

None

10. New Business

- Library closing
  Motion: To authorize the closing of the Library on Saturday, June 25, 2016 for relocation of the facility.
  Moved: Vellis               Seconded: Armacost
  For: Armacost, Fargo, Kajouras, Nicodemo, Inguanti, Vellis, Wester
  Against: Abstain:

- Director compensation
  Motion: To increase the salary of the Library Director, Judah Hamer, by 2%, effective April 1, 2016.
  Moved: Vellis               Seconded: Armacost
  For: Armacost, Fargo, Kajouras, Nicodemo, Inguanti, Vellis, Wester
  Against: Abstain:
Against:
Abstain:

There being no further business before the Board, the meeting was adjourned at 7:54 p.m.

Respectfully submitted,

[Signature]

Judah S. Hamer, Library Director
Rutherford Public Library Board of Trustees
Minutes for July 18, 2016 Meeting

Open Meeting

1. Roll Call

Trustees Present
Ms. Brenda Fargo
Ms. Julie Kajouras
Ms. Rose Inguanti
Mr. James Rizzo
Ms. Monica Rodriguez
Ms. Krista Vellis (7:10pm)
Ms. Pat Wester

Absent
Ms. Wendy Armacost
Mr. Anthony Nicodemo

Staff Present
Mr. Judah Hamer, Director

Others present
Mr. James McCarthy

Call to Order
The meeting was called to order at 7:01 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: Rodriguez Seconded: Kajouras
For: Fargo, Kajouras, Inguanti, Rodriguez, Wester
Against:
Abstain:

B. Approval of the Minutes
Motion: To approve the minutes of the June 20, 2016 open meeting.
Moved: Fargo Seconded: Wester
For: Fargo, Kajouras, Inguanti, Wester
Against:
Abstain: Rizzo, Rodriguez

The Board tabled the approval of the closed session meeting minutes from the May 16, 2016, the April 18, 2016 and the June 20, 2016 closed meetings.
4. Hearing of the citizens

Ms. Inguanti opened the hearing of the citizens. As no citizens requested to speak, the hearing was closed.

5. Correspondence

Mr. Hamer noted that the Library received a thank you note from the Recreation Department for providing facilities and technology support for the training of summer camp counselors.

6. Director's Report

Mr. Hamer reported on the re-opening of the Library. He commented on the excellent work of staff during the relocation of the Library, noting that they went far above and beyond the call of duty for the reopening.

Mr. Hamer shared that Mr. Sedlak indicated the preliminary inspections for construction allowed for the building to open, and that he would be arranging for final inspections. He will review punch list items with Mr. Sedlak.

Mr. Hamer highlighted outstanding furnishings, millwork and renovation items that are still in the works, and he commented on outstanding items that have been completed since the reopening.

Mr. Hamer encouraged Trustees to attend the New Jersey Library Institute, a trustee education opportunity.

Mr. Hamer commented that year-to-date overall circulation of Library materials is down approximately 15,000 compared to 2015, and that 5,000 of this is associated with reciprocal borrowing from other libraries. He said that considering the construction period the Library circulation has remained remarkably strong.

7. Committee Reports

A. Finance

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

Mr. Hamer reported that auditing is upcoming.

8. Other reports:

Mayor (or Alternate)
No report.
Foundation
Ms. Wester commented about having a reception for the renovation. There was discussion about calendaring and the Board decided that it would schedule September 19th at 7 pm for a ribbon cutting, following a short business meeting at 6 pm.

Legal
Mr. McCarthy had meetings with Mr. Hamer and Mr. Sedlak today regarding payments. The original contract amount is $253,000. Mr. McCarthy noted that this contract was negotiated at approximately 60% less than other bids from the original bidding process, which were rejected. Mr. McCarthy will work up the documentation.

To date, Sedco has been paid $148,925. The next approved payment is for $70,283; the Board discussed releasing of this payment. The retainage of $33,792 will be released upon completion of the punch list.

10. Old Business

None

11. New Business

– Sedco payment application
  Motion: To authorize payment of $70,283 to Sedco, subject to the approval of the architect payment authorization.
  Moved: Rizzo  Seconded: Vellis
  For: Fargo, Kajouras, Inguanti, Vellis, Rizzo, Rodriguez, Wester
  Against:
  Abstain:

– Personnel policy
  The Board discussed background checks for employees, because the municipality raised the question to the Director as to whether the Library checks the background of new hires. There was discussions of the dimensions of implementing this type of policy. Ms. Inguanti will research this, and Mr. Hamer contact other Libraries for sample policies and to determine if they complete background checks.

11. Adjournment

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

There being no further business before the Board, the meeting was adjourned at 8:00 p.m.
Respectfully submitted,

[Signature]

Cori Verdino
Rutherford Public Library Board of Trustees
Minutes for August 22, 2016 Meeting

Open Meeting

1. Roll Call

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

Absent
Mr. Anthony Nicodemo
Ms. Krista Vellis

Staff Present
Mr. Judah Hamer, Director

Others present
Mr. James McCarthy

Call to Order
The meeting was called to order at 7:01 p.m. by Ms. Kajouras

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

B. Approval of the Minutes
Motion: To approve the minutes of the April 18, 2016, May 16, 2016 and June 20, 2016 closed meetings.
Moved: Rizzo                Seconded: Wester
For: Armacost, Fargo, Kajouras, Inguanti, Rizzo, Rodriguez, Wester
Against:
Abstain:
C. Approval of the Minutes

Motion: To approve the minutes of the July 18, 2016 open meeting.
Moved: Wester  Seconded: Rizzo
For: Fargo, Kajouras, Inguanti, Rizzo, Rodriguez, Wester
Against: 
Abstain: Armacost

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

Pat Wester reported on a donation and letter from Martha Lozada.

Mr. Hamer reported receipt of a letter of intent to negotiate from the union.

6. Director's Report

Mr. Hamer reported that remaining action items for the wrapping-up of the general contract for the renovation includes architect approval and minor punch list items for Sedco to complete. In addition, he indicated the need to install window treatments to replace the circa-1984 ones that were removed during the renovation. He is also obtaining quotes from locksmiths, so that work can be done related to changes in doors, due to the renovation. This will enable the staff effectively to limit public access to the lower level of the building when the auditorium is not in use for programming.

Mr. Hamer discussed following up with Andy Topp in order for him to undertake some minor adjustments to the main service point. Mr. Hamer is also researching slat wall for the wall by the new bathrooms, since this is an optimal location for merchandizing backlist fiction. He is also pricing out canopy tops for the shelving in the children's room, to finish off that space.

Mr. Hamer discussed how different groups of people use the library and have an interest in meeting at the Library. He also commented on the need for additional program space on the main floor and mezzanine because of the new emphasis on staff-led programs for adults, such as the technology and job-seeking classes. He noted that in the plans for a Phase 2 renovation there is a goal of installing a glass partition in the computer lab, which would finish off this space. He referred to the plans to create a flexible program space on the east side of the mezzanine, and he mentioned an interest in installing a glass partition in the young adult area, which doubles as instructional space during the day and program space several times a month.

Mr. Hamer reminded all that the Friends of the Library have scheduled their concert on Saturday, Sept. 17, with a reception at 2:30 pm, and the concert set to commence at 3:00 pm. He also noted the upcoming Ribbon Cutting Ceremony, scheduled for September 19 at 7 pm, after an earlier-than-usual Trustees Meeting planned to start at 6 pm.

Mr. Hamer remarked that there has been consistently positive feedback about the Library from the public, in reference to the renovation. Ms. Rodriguez asked if there were any complaints about noise levels; Mr. Hamer replied that there have not been.
7. Committee Reports

A. Finance

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

8. Other reports:

Mayor (or Alternate)
No report.

Foundation
Ms. Wester reported that a donor event is scheduled for September 29, 2016.

Legal
Mr. McCarthy had no open session report.

9. 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, August 22, 2016 at 7:53 PM in the Library to discuss union negotiations.

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 to discuss union negotiations.
Moved: Wester Seconded: Armacost
For: Armacost, Fargo, Kajouras, Rizzo, Rodriguez, Wester
Against:
Abstain:

10. Old Business

None
11. New Business

- Door locks
  **Motion:** To authorize the expenditure of capital funds on door locks, not to exceed $5,000.
  **Moved:** Fargo    **Seconded:** Armacost
  **For:** Armacost, Fargo, Kajouras, Inguanti, Rizzo, Rodriguez, Wester
  **Against:**
  **Abstain:**

- Window treatments
  **Motion:** To authorize the expenditure of capital funds on window treatments, not to exceed $17,500 if for a non-state contract and up to $25,000 for state contract.
  **Moved:** Wester    **Seconded:** Armacost
  **For:** Armacost, Fargo, Kajouras, Inguanti, Rizzo, Rodriguez, Wester
  **Against:**
  **Abstain:**

- Sedco – Final payment application
  **Motion:** To authorize the final payment of $33,792 to Sedco, subject to Sedco completing punch list, lien release, certificate of occupancy and architect review/approval of the final payment application.
  **Moved:** Rizzo    **Seconded:** Armacost
  **For:** Armacost, Fargo, Kajouras, Inguanti, Rizzo, Rodriguez, Wester
  **Against:**
  **Abstain:**

12. Adjournment

  **Motion:** To adjourn the meeting
  **Moved:** Armacost    **Seconded:** Rodriguez
  **For:** Armacost, Fargo, Kajouras, Rizzo, Rodriguez, Wester
  **Against:**
  **Abstain:**

There being no further business before the Board, the meeting was adjourned at 8:08 p.m.

Respectfully submitted,

[Signature]

Cori Verdiño
Rutherford Public Library Board of Trustees
Minutes for September 19, 2016 Meeting

Open Meeting

1. Roll Call

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

   Absent
   Ms. Brenda Fargo

   Staff Present
   Mr. Judah Hamer, Director

   Others present
   None

   Call to Order
   The meeting was called to order at 6:04 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: Wester
      For: Armacost, Kajouras, Inguanti, Nicodemo, Rizzo, Rodriguez, Vellis, Wester
      Against:
      Abstain:

   B. Approval of the Minutes
      Motion: To approve the minutes of the August 22, 2016 closed meeting.
      Moved: Rizzo    Seconded: Rodriguez
      For: Armacost, Kajouras, Rizzo, Rodriguez, Wester
      Against:
      Abstain: Inguanti, Nicodemo, Vellis

September 19, 2016
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C. Approval of the Minutes

Motion: To approve the minutes of the August 22, 2016 open meeting as corrected.
Moved: Armacost  Seconded: Kajouras
For: Armacost, Kajouras, Inguanti, Rizzo, Rodriguez, Wester
Against:
Abstain: Nicodemo, Vellis

4. Hearing of the citizens

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

5. Correspondence

Mr. Hamer reported on an invitation from the Rutherford Chamber of Commerce, which asked if the Library would like to be honored as the Grand Marshal of the 2016 Holiday Parade. The Board members expressed interest in the invitation.

6. Director's report

Mr. Hamer reported audit is underway. In October he will start to review the budget and make recommendations for transfers or adjustments. He reported that progress is being made on arranging the locksmith work and the installation of window treatments.

7. Committee reports

A. Finance

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

8. Other reports

Mayor (or Alternate)
No report.

Foundation
Ms. Wester reported on the donor event to be held on September 29, 2016.

Legal
No Report.
10. **Old Business**
   None

11. **New Business**
   None

12. **Adjournment**

   **Motion:** To adjourn the meeting  
   **Moved:** Vellis  **Seconded:** Wester  
   **For:** Armacost, Inguanti, Kajouras, Nicodemo, Rizzo, Rodriguez, Vellis, Wester  
   **Against:**  
   **Abstain:**

There being no further business before the Board, the meeting was adjourned at 6:15 p.m.

Respectfully submitted,

Cori Verdino
Rutherford Public Library Board of Trustees
Minutes for October 17, 2016 Meeting

Open Meeting

1. Roll Call

   Trustees Present  Ms. Wendy Armacost
                   Ms. Brenda Fargo
                   Ms. Julie Kajouras
                   Ms. Rose Inguanti
                   Mr. Anthony Nicodemo
                   Ms. Pat Wester

   Absent          Mr. James Rizzo
                   Ms. Monica Rodriguez
                   Ms. Krista Vellis

   Staff Present   Mr. Judah Hamer, Director

   Others present  Mr. James McCarthy

   Call to Order   The meeting was called to order at 7:05 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 additions
      Moved:  Wester  Seconded: Fargo
      For:    Armacost, Fargo, Kajouras, Inguanti, Nicodemo, Wester
      Against: 
      Abstain:

   B. Approval of the Minutes

      Motion: To approve the minutes of the September 19, 2016 open meeting
      Moved:  Armacost  Seconded: Kajouras
      For:    Armacost, Kajouras, Inguanti, Nicodemo, Wester
      Against: 
      Abstain:  Fargo
4. Hearing of the citizens

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

5. Correspondence

Mr. Hamer passed around a thank you note from the staff for the dinner.

6. Director’s Report

Mr. Hamer reported on building matters. He is in discussion with the HVAC mechanic regarding a rusty, leaky air duct on the roof that is the likely cause of damage to the ceiling inside the Library. He is also awaiting a quote for the caps to the Children’s room shelving. The new shades have been installed. Mr. Hamer indicated the Library is still waiting on Sedco to complete sound proofing of the bathrooms and the Director’s office.

Lauren Walsh has taken a position as a support specialist in a school serving special needs children. Mr. Hamer said she agreed to continue to work as part of the Saturday rotation and as a substitute. He noted that the continuance of this relationship is an example of how the Library rounds out its team in order to staff nights and weekends.

Mr. Hamer and Mr. McCarthy are still trying to get the Union to a meeting for contract negotiations. At this point they have been unresponsive.

Mr. Hamer reported the submission of two grants. One is a mini arts grant that would supply funding for a series of art classes targeted to special needs children. The other is a digital inclusion program designed to provide internet access. He elaborated that off-site internet access would involve the loaning of small devices that function as mobile wifi hotspots. Mr. Hamer credited Sara Keegan with developing the narrative application for the digital inclusion program.

Mr. Hamer noted that the audit is underway, and that he has proposed budget adjustments based on his review of the year-to-date financials.

Mr. Hamer also pointed to the summer reading program statistics, and noted the high level of programming designed and implemented by Jane Tarantino, with the support of other staff, especially Natalie Hofman.

Mr. Hamer and Bridget Merli are refining the Foundation records for attendance at events. This effort will provide stronger organizational memory for the Foundation, and it will be useful for developing invitation lists.

Mr. Hamer remarked that the many Emergency No Parking signs recently erected on Chestnut Street did not include any end-dates. He commented that a long-term restriction on parking will impede access to the Library, adding this would not be viewed positively by residents and visitors, especially if parking is restricted yet construction is not being done.
7. Committee Reports

A. Finance

Motion: To approve payment of bills enclosed in packet with additions
Moved: Kajouras  Seconded: Nicodemo
For: Armacost, Fargo, Kajouras, Inguanti, Nicodemo, Wester
Against:
Abstain:

8. Other reports:

Mayor (or Alternate)
No report.

Foundation
Ms. Wester commented about the very positive feedback on the recent donor thank-you event, noting it to be well-organized and smoothly run. She added that staff participation was much appreciated.

Legal
Mr. McCarthy reported on the pending completion of business with Sedco. He indicated that the Library is awaiting the contractor’s submission of lien releases and a certificate of occupancy, along with completion of punch list items.

9. Old Business

Background checks – Ms. Inguanti asked about the possibility of incorporating into policy the requirement of background checks for employees, new or existing or both. She related that the Borough completes basic background checks on new hires. Mr. Hamer reported that some libraries do background checks and some do not. Mr. McCarthy replied that it would be necessary to establish what the acceptance or rejection policy of a new employee would be, based on the outcome of the background check. He added that to avoid a possible lawsuit by a rejected candidate, the Library would need to review existing employees as well, not just new hires. The Board informally tabled this matter.

10. New Business

Library grounds – Ms. Inguanti reported that the Borough is looking into ways to make improvements to plaza in front of the Library building. There is an application for a grant to beautify Park Avenue, especially near the train station, and if funds were sufficient they might also cover the cost of work on the plaza in front of the Library. Ms. Inguanti reported that the Borough wants to remove the evergreen tree in front of the Library and buy an artificial tree that would be set up during the holidays. She suggested that the Library could make an in-kind donation to the Borough by storing the tree. Ms. Inguanti reported there to be informal discussion at the Borough about seeking a donation from the Library Foundation for the artificial tree; comments by Board members indicated that this idea would likely be rejected since funds donated to the Foundation were given specifically to support the Library and its services.
Board re-organization – A nominating committee was formed in preparation of the upcoming re-organization. Ms. Inguanti indicated she plans to serve out the remainder of her term but would not seek reappointment on the Board because of the potential for a conflict of interest or appearance thereof since she now works for the Borough. Ms. Wester and Ms. Fargo volunteered to serve on the committee.

Budget amendments –
**Motion:** To approve the following amendments to the budget: adjust downward by $2,000 the budgeted amount for Fines & Fees (income); adjust downward by $5,000 the budgeted amount for Capital Fund Interest (income); adjust upward by $8,000 the amount allocated for Technical Services (expenditure); adjust downward the amount allocated for Hourly & Salary $15,000 (expenditure).

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

New hire
**Motion:** To approve the appointment of Emma Gilhawley as a Library Page at a rate of $8.38/hour, pursuant to Civil Service regulations.

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

Preliminary budget discussion – Mr. Hamer sought input about the request for an appropriation to the Borough in connection with the 2017 Proposed Budget, indicating that this would give him direction in developing the draft. He noted that the overall flat funding this year led to reductions to materials, programs, and summer hours, and that since 2010 there has been just one increase of approximately $20,000, while there has during that time period been decreases of $230,000 (2010) and $100,000 (2012). Mr. Hamer also reviewed how staff changes made since 2012, along with the implementation of energy efficient lighting during the renovation, have effected at least an additional $100,000 in savings for the municipality.

Mr. Hamer reported that the one third mill amount in 2017 increased $35,918, to $960,736. The 2016 municipal appropriation is $979,200. The Board discussed seeking a percentage increase on the municipal appropriation, or asking the Borough to keep the portion of the appropriation that is outside of the one third mill flat. There was agreement to have Mr. Hamer begin drafting a budget (and accompanying memo) that would seek from the municipality a flat funding of the portion that is outside of the millage, since this would create no increase in the Library portion of the Borough budget. Because of the increase in the one third mill rate in 2017, the Library would still benefit from an overall increase in funding.

Ms. Inguanti raised the question of monetizing the downstairs space in the Library, indicating that there may be interest from the Borough in developing an agreement with the Library that would entail utilizing some of the space for records storage. Ms. Fargo and Mr. McCarthy each remarked on records retention trending towards offsite storage that involves digitization of records, so that the physical items no longer need to be stored.
12. Adjournment

Motion: To adjourn the meeting
Moved: Wester  Seconded: Armacost
For: Armacost, Fargo, Inguanti, Kajouras, Nicodemo, Wester
Against:
Abstain:

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

Respectfully submitted,

Cori Verdino
Rutherford Public Library Board of Trustees
Minutes for November 21, 2016 Meeting

Open Meeting

1. Roll Call

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

   Absent                    Mr. Anthony Nicodemo
                                Mr. James Rizzo
                                Ms. Monica Rodriguez

   Staff Present             Mr. Judah Hamer, Director

   Others present            None

   Call to Order             The meeting was called to order at 7:19 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:  Armacost  Seconded: Kajouras
      For:    Armacost, Fargo, Kajouras, Inguanti, Wester, Vellis
      Against:
      Abstain:

   B. Approval of the Minutes

      Motion:  To approve the minutes of the October 17, 2016 meeting
      Moved:  Armacost  Seconded: Wester
      For:    Armacost, Fargo, Kajouras, Inguanti, Wester
      Against:
      Abstain:  Vellis
4. Hearing of the 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 Sedco has done due diligence to resolve the soundproofing of the bathrooms, and that the architect has indicated the possibility of a minor flaw in the original specifications. While progress has been made, the problem is not entirely resolved. Additional work on this issue can be delayed since this is not an emergency, and it is advisable that the problem be further researched prior to any more involved solution is pursued. Otherwise, there are a couple of very minor tasks to complete, in addition to the wrap-up paperwork. Once these items and paperwork are complete the final payment can be released.

Mr. Hamer reported on a leak associated with the HVAC ductwork located on the 1957 building roof. The water does not sheet off the ductwork properly, and over time this has caused corrosion; now the water is penetrating the ceiling grid. A repair needs to be made in order to prevent further damage to the building or to the electrical work. AES HVAC has provided an estimate for this emergency repair, and Mr. Hamer has advised the Board to use $11,190 in capital funds towards the cost of this repair. The remainder of the cost can be covered within the regular operating budget.

Mr. Hamer reviewed his recommendation to bring Natalie Hofmann from part-time to full-time, filling the vacant Library Associate position. He also recommended adjusting Judith Morrone's hours to full-time. These changes would position the Library to provide a higher level of staffing support for children's services, especially for programming. Attendance at children's programs has risen by 50% since 2012.

Ms. Armacost requested an updated organizational chart, along with an image of the staff in order to help the Board put names with faces.

Mr. Hamer commented that after-school times at the Library have been extremely busy, with heavy uses of the facility by many community members, especially children.

Mr. Hamer noted that the Joint Legislative Resolution recognizing the Rutherford Public Library's renovation and contributions to the community is likely due to advocacy from Assemblyman Schaefer, who has made visits to the Library during and after the construction project.
7. Committee Reports

A. Finance

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

8. Other reports:

Nominating Committee

Motion:  To approve the nomination and election of Julie Kajouras as President, effective January 1, 2017.
Moved:  Wester  Seconded: Vellis
For:  Armacost, Fargo, Kajouras, Inguanti, Wester, Vellis
Against:  
Abstain:  

Motion:  To approve the nomination and election of Wendy Armacost as Vice President, effective January 1, 2017.
Moved:  Vellis  Seconded: Kajouras
For:  Armacost, Fargo, Kajouras, Inguanti, Wester, Vellis
Against:  
Abstain:  

Motion:  To approve the nomination and election of James Rizzo as Treasurer, effective January 1, 2017.
Moved:  Armacost  Seconded: Vellis
For:  Armacost, Fargo, Kajouras, Inguanti, Wester, Vellis
Against:  
Abstain:  

Motion:  To approve the nomination and election of Pat Wester as Secretary, effective January 1, 2017.
Moved:  Vellis  Seconded: Armacost
For:  Armacost, Fargo, Kajouras, Inguanti, Wester, Vellis
Against:  
Abstain:  

Mayor (or Alternate)
Ms. Inguanti mentioned that there is interest from the Borough in the possibility of storing documents in the Library basement. There was brief discussion of a shared services agreement accounting for the value of this service.
Foundation
Ms. Wester reported that all tax returns are filed for the Foundation. Ms. Vellis suggested that in 2017 the Gala attendees be provided tax receipts for donations.

Legal
No Report

9. Old Business

Holiday Parade
About 10 people plan to participate in the parade on behalf of the Library. Representing the Library as the Honoree/Grand Marshall will be Trustees, along with board members from the Foundation and Friends groups. Kim Bogosian has designed a banner to be carried by the representatives.

10. New Business

Finance:

Motion: To transfer $5,000 from Salaries & Fringe to Maintenance & Facilities.

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

Motion: To authorize the expenditure of $11,190 of capital funds for HVAC repairs to address the emergency repair to the HVAC system.

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

Personnel:

Motion: To appoint Natalie Hofmann to a full-time Library Associate position, pursuant to Civil Service procedures.

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

Motion: To appoint Judy Morrone to a full-time Library Assistant position, pursuant to Civil Service procedures.

Moved: Armacost    Seconded: Vellis
For: Armacost, Fargo, Kajouras, Inguanti, Wester, Vellis
Against:
Abstain:
Motion: To close the Library at 7:00pm on December 19th for the holiday party.
Moved: Wester  Seconded: Kajouras
For: Armacost, Fargo, Kajouras, Inguanti, Wester, Vellis
Against:
Abstain:

11. Adjournment

Motion: To adjourn the meeting
Moved: Armacost  Seconded: Vellis
For: Armacost, Fargo, Inguanti, Kajouras, Wester, Vellis
Against:
Abstain:

There being no further business before the Board, the meeting was adjourned at 8.09 p.m.

Respectfully submitted,

[Signature]

Cori Verdino
Rutherford Public Library Board of Trustees
Minutes for December 19, 2016 Meeting

Open Meeting

1. Roll Call

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

Absent
Ms. Brenda Fargo
Mr. Anthony Nicodemo

Staff Present
Mr. Judah Hamer, Director

Others present
None

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. President's Report

A. Agenda

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

B. Approval of the Minutes

Motion: To approve the minutes of the November 21, 2016 meeting
Moved: Wester Seconded: Kajouras
For: Armacost, Kajouras, Inguanti, Vellis, Wester
Against:
Abstain: Rizzo, Rodriguez
4. Hearing of the citizens

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

5. Correspondence

Mr. Hamer reported that resident Palmer Yale sent a letter of interest and his resume, indicating his interest in serving on the Library Board.

6. Director’s Report

Mr. Hamer reported regarding an upcoming organization of material in the basement, such as extra shelving stock, excess old furniture, etc. He will work with the Library Monitors on sorting these items and identifying those that should be discarded.

Mr. Hamer reported on the annual ordering of replacement technology and accompanying software.

Mr. Hamer reviewed details relating to the sound insulation problem between the Director’s office, the new bathrooms and the fiction area.

The meeting schedule for 2017 was distributed.

7. Committee Reports

   A. Finance

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

8. Other reports:

   Mayor (or Alternate) – No report

   Foundation – No report

   Legal – Mr. McCarthy reported Union negotiations will begin on Jan 3, 2017. He also reported on progress with Joe Sedlak on the renovation close-out documents.
9. Old Business

Ms. Wester thanked Ms. Inguanti for her years of service on the Board as well as being Board President. She also presented Mr. Hamer with a holiday card.

10. New Business
None

11. Adjournment

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

There being no further business before the Board, the meeting was adjourned at 7:22 p.m.

Respectfully submitted,

[Handwritten Signature]

Cori Verdino