

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

Open Meeting

1. Roll Call

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| 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,



Rose Inguanti
President