Rutherford Public Library Board of Trustees
Minutes for January 20, 2015 Meeting

Open Meeting

1. Roll Call

   Trustees Present
   Ms. Brenda Fargo
   Ms. Rose Inguanti
   Ms. Julie Kajouras
   Mr. James Rizzo
   Ms. Pat Wester

   Absent
   Ms. Wendy Armacost
   Mr. Jack Hurley
   Ms. Monica Rodriguez
   Ms. Krista Vellis

   Staff Present
   Mr. Judah Hamer, Director

   Others present
   Mr. Jim McCarthy (arrived at 7:35 p.m.)

   Call to Order
   The meeting was called to order at 7:09 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: Wester
   For: Fargo, Inguanti, Kajouras, Rizzo, Wester
   Against:
   Abstain:

   B. Approval of the Minutes
   Motion: To approve the minutes of the December 17 open meeting
   Moved: Wester               Seconded: Kajouras
   For: Inguanti, Kajouras, Wester
   Against:
   Abstain: Fargo, Rizzo
C. Report of the President
Ms. Inguanti appointed Ms. Fargo, Ms. Wester and Mr. Rizzo to the Officers nominating committee.

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
Adult use of library materials is dropping nationwide. Our activity is flat at the close of 2014.

Mr. Hamer reported on his analysis of circulation and use of databases. On average 2,500 - 3,000 documents are retrieved each year. This past year's number was high at 8,000 due to a special research project conducted through our Library.

We have an in-house license for Ancestry.com, but will discontinue Heritage Quest. We are also likely to discontinue S&P and Value Line, pending analysis that may prove usage to be low.

An analysis of reference desk inquiries shows that 48% of questions are for basic tech support. We are implementing a Google-based system to track reference questions and time spent on them.

2014's P & L is not yet closed. Approximately $32,000 in salaries and $8,000 in unemployment payments have yet to be posted.

7. Committee Reports

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

8. Other Reports

A. Foundation
Ms. Wester reported that a meeting will be scheduled in February to discuss progress on planning for the Gala in May. She suggested that another "Meet and Greet" be planned.

9. Old Business
10. New Business

A. BCCLS Certification of Agreement.

Motion: To authorize Judah Hamer and Rose Inguanti to complete the BCCLS Certification of Agreement
Moved: Fargo  Seconded: Kajouras
For: Fargo, Inguanti, Kajouras, Rizzo, Wester
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 Tuesday, January 20, 2015 at 7:30 p.m. in the auditorium to discuss bid responses.

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

RETURN TO OPEN SESSION
The return to Open Session was at 8:00 p.m.

Motion: To reject all bids, finding the lowest bid to be unclear with regard to the HVAC portion of the bid, and to rebid the project as soon as possible
Moved: Rizzo  Seconded: Kajouras
For: Fargo, Inguanti, Kajouras, Rizzo, Wester
Against:
Abstain:

A February 6 deadline will be set for the new bids. A special Board meeting will be held on February 12 to award the bids.
12. Adjournment

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

There being no further business before the Board, the meeting was adjourned at 8:02 p.m.

Respectfully submitted,

[Signature]

Rose Inguanti
President