

**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. Sedlak 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. Sedlak 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,

A handwritten signature in cursive script, appearing to read "Cori Verdino".

Cori Verdino