

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:

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

Seconded: Kajouras

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

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

Respectfully submitted,



Rose Inguanti
President