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