Rutherford Public Library Board of Trustees
Minutes for October 16, 2013 Meeting

Open Meeting

1. Roll Call

Trustees Present	Ms. Wendy Armacost Ms. Brenda Fargo (arrived at 7:06 p.m.) Mr. Gerry Grenier Ms. Rose Inguanti Ms. Julie Kajouras (arrived at 7:16 p.m.) Mr. James Rizzo Ms. Monica Rodriguez Ms. Pat Wester
Absent	Ms. Krista Vellis
Staff Present	Mr. Judah Hamer, Director
Others present	Mr. Jim McCarthy
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. President's Report

A. Agenda

Motion: *To approve the agenda*
Moved: Wester Seconded: Armacost
For: Armacost, Grenier, Inguanti, Rizzo, Rodriguez, Wester
Against:
Abstain:

B. Approval of the Minutes

Motion: *To approve the minutes of the September 18 open meeting*
Moved: Armacost Seconded: Wester
For: Armacost, Grenier, Inguanti, Rizzo, Wester
Against:
Abstain: Rodriguez

Motion: *To approve the minutes of the September 18 closed meeting*
Moved: Rizzo Seconded: Armacost
For: Armacost, Grenier, Inguanti, Rizzo, Wester
Against:
Abstain: 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**
A letter from a patron was published in the South Bergenite questioning the Library policy for picking up reserved materials. Mr. Hamer responded and his response will be published.

6. **Director's Report**
Union negotiations will resume next week. Details will be discussed in Closed Session.

Mr. Hamer requested that the Library be closed on November 14 for staff development.

The paperback collection is being overhauled.

Am estimate for new electrical outlets was sought and they will be installed.

The Friends of the Library have enrolled in the Boiling Springs Savings Bank Community Alliance Program.

7. **Committee Reports**

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

Mr. Grenier met with the Merrill Lynch fund managers and will schedule another meeting in the next few weeks. A decision is pending regarding the investment of the cash in the fund. Mr. Grenier suggested that a formal investment policy be created.

The Finance committee will meet with the bookkeeper to discuss potential budget savings for the rest of the year.

There was a brief discussion of the comments from the auditors.

C. **Policy**
Ms. Fargo presented a form allowing patrons to designate someone else to pick up materials for them if they are homebound.

Motion: *To adopt the Designation of Agent policy and form*
Moved: Armacost Seconded: Rodriguez
For: Armacost, Fargo, Grenier, Inguanti, Kajouras, Rizzo, Rodriguez, Wester
Against:
Abstain:

8. **Other Reports**

A. Foundation

Ms. Wester reported that the Gala committee met recently. The Gala is now scheduled for February 12, 2014 at the Fiesta. Mr. Rizzo and Ms. Vellis attended the meeting. Mr. Rizzo summarized the new ideas that had been discussed to increase revenue from the Gala. There were recommendations to consider naming opportunities and assigning dollar amounts to the funding of specific Library projects.

9. 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, October 16, 2013 at 7:48 p.m. in the auditorium to discuss union negotiations.

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: Rizzo Seconded: Wester
For: Armacost, Fargo, Grenier, Inguanti, Kajouras, Rizzo, Rodriguez, Wester
Against:
Abstain:

RETURN TO OPEN SESSION

The return to Open Session was at 8:31 p.m.

10. Old Business

There was a brief discussion regarding the progress on the contract with AA Architects.

11. New Business

Motion: *To close the Library on November 14 for staff development*
Moved: Fargo Seconded: Kajouras
For: Armacost, Fargo, Grenier, Inguanti, Kajouras, Rizzo, Rodriguez, Wester
Against:
Abstain:

The Policy committee will develop a policy limiting the number of CDs that can be requested within a specific time period.

12. Adjournment

Motion: *To adjourn the meeting*
Moved: Fargo Seconded: Wester
For: Armacost, Fargo, Grenier, Inguanti, Kajouras, Rizzo, Rodriguez, Wester

There being no further business before the Board, the meeting was adjourned at 8:33 p.m.

Respectfully submitted,

Rose Inguanti

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President