

**Rutherford Public Library Board of Trustees
Minutes for October 19, 2015 Meeting**

Open Meeting

1. Roll Call

Trustees Present	Ms. Wendy Armacost Ms. Brenda Fargo Ms. Rose Inguanti Ms. Julie Kajouras Mr. James Rizzo Ms. Monica Rodriguez Ms. Krista Vellis Ms. Pat Wester
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Absent	None
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Staff Present	Mr. Judah Hamer, Director
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Others present	Mr. James McCarthy
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Call to Order	The meeting was called to order at 7:02 p.m. by Ms. Inguanti
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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: Armacost Seconded: Vellis

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

Against:

Abstain:

B. Approval of the Minutes

Motion: *To approve the minutes of the September 21 open meeting – as corrected*

Moved: Rizzo Seconded: Kajouras

For: Armacost, Fargo, Inguanti, Kajouras, Rizzo, Wester

Against:

Abstain: Rodriguez, Vellis

Motion: *To approve the minutes of the September 21 closed session meeting – as corrected*
Moved: Fargo **Seconded:** Armacost
For: Armacost, Fargo, Inguanti, Kajouras, Rizzo, Wester
Against:
Abstain: Rodriguez, Vellis

President's Report:

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 on the construction progress.

He also discussed the open Librarian position and his recommendation to hire an additional full time staff member with a strong technological skill set. He related that this may not necessarily someone with an MLS degree. He also commented on the position being a key to developing in-house staff training, which would enhance the skill set of the entire staff. He said he sees a technological focus in this position as forward-thinking in terms of library services, and that with the right person it may also be possible to develop a shared services agreement with the Borough that provides them support with their web presence.

Book sale is on October 30th and 31st.

7. Committee Reports

A. Finance

Motion: *To approve payment of bills enclosed in packet with 2 additions*
Moved: Armacost **Seconded:** Kajouras
For: Armacost, Fargo, Inguanti, Kajouras, Rizzo, Rodriguez, Vellis, Wester
Against:
Abstain:

8. 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 Monday October 19, 2015 at 8:30 p.m. in the auditorium to discuss a contract matter and the legal report.

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: Armacost Seconded: Vellis

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

Against:

Abstain:

RETURN TO OPEN SESSION

The return to Open Session was at 8:40 p.m.

9. Old Business:

Mr. Sedlak reported that rough framing for bathrooms plumbing is happening now, and the drop ceiling tiles have been removed. He added that in the coming week the excavation for the sewer line would begin outside. In addition, he is meeting with electricians. There was a meeting with architect earlier in the morning, during which the location of the returns for the HVAC were confirmed.

Mr. Hamer stated that he met with the architect about the lighting again. In the original specifications for the project the lighting materials estimate was roughly \$50,000. If we reduce the number of new fixtures at the front end of the building this will free funds for a more complete retrofit of all the fixtures on the main floor and mezzanine. Mr. Hamer reported that the most economical route at this time would be to re-lamp the existing fixtures with LED bulbs and to replace the lenses. Mr. Hamer also indicated that with the new floor-plan in the rear area of the building it is advisable to remove the chandelier, since it will no longer align with the layout.

Mr. Hamer indicated that the building committee will need to get together to discuss carpet, tile, etc., and that in early November a decision will need to be made about the ceiling tiles.

10. New Business

Proposed 2016 Budget. The board received copies. Mr. Hamer highlighted select income and expenditure lines. He indicated that this budget has built into the income side a 2% increase in the municipal appropriation. He pointed out that there are capital projects carried over from 2015, such as a new phone system.

There was discussion about the increase in the minimum level of funding required by the municipality, due to a rise in property values in the Borough. Mr. Hamer indicated that the Borough appropriation is now about \$110,000 above the minimum required, and that in the coming year the Borough would be asked to provide about \$74,000 above the minimum. This is because the one-third mill increased about \$56,000 in 2016.

Mr. Hamer explained how the personnel portion of the budget involved bringing two library associates and one library assistant to full-time; currently these staff members are budgeted to work 32 hours per week.

Mr. Hamer noted an increase in the general administration portion of the budget is associated with union negotiations that should commence in 2016.

Mr. Hamer indicated that in the Materials portion of the budget there will be a reduction in the magazine subscriptions as more people access this information online. There were also shifts in several sub-accounts that reflect use patterns.

Mr. Hamer noted the programming budget includes the popular museum pass program. He plans to ask the Friends of the Library to commit to support programming at about the \$13,000 level.

Motion: *To authorize Library Director to close the Library during the 2015-2016 construction process if work significantly impacts or limits Library operations.*

Moved: Vellis

Seconded: Armacost

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

Against:

Abstain:

Motion: *To transfer \$25,000 to BCB's checking acct from other BCB accounts*

Moved: Armacost

Seconded: Kajouras

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

Against:

Abstain:

Ms. Wester reported on the Foundation Annual Meeting. The next Gala is scheduled for May 7, 2016 and there is also a thank-you event scheduled for January 28, 2016.

11. Legal Report

12. Adjournment

Motion: *To adjourn the meeting*

Moved: Vellis

Seconded: Wester

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

There being no further business before the Board, the meeting was adjourned at 8:44 p.m.

Respectfully submitted,


Cori Verdino