

**Rutherford Public Library Board of Trustees  
Minutes for December 21, 2015 Meeting**

**Open Meeting**

**1. Roll Call**

Trustees Present	Ms. Wendy Armacost Ms. Brenda Fargo Ms. Rose Inguanti Mr. James Rizzo Ms. Monica Rodriguez Ms. Krista Vellis Ms. Pat Wester
Absent	Ms. Julie Kajouras
Staff Present	Mr. Judah Hamer, Director
Others present	Mr. James McCarthy
Call to Order	The meeting was called to order at 6:43 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:** Armacost      **Seconded:** Wester  
**For:** Armacost, Fargo, Inguanti, Rizzo, Vellis, Wester  
**Against:**  
**Abstain:**

**B. Approval of the Minutes**

**Motion:** To approve the minutes of the November 17 open meeting.  
**Moved:** Armacost      **Seconded:** Wester  
**For:** Armacost, Fargo, Inguanti, Wester  
**Against:**  
**Abstain:** Rizzo, Vellis



For: Armacost, Fargo, Inguanti, Rizzo, Rodriguez, Vellis, Wester  
Against:  
Abstain:

**Motion:** To approve the nomination and election of Monica Rodriguez as Treasurer.  
Moved: Fargo Seconded: Rizzo  
For: Armacost, Fargo, Inguanti, Rizzo, Rodriguez, Vellis, Wester  
Against:  
Abstain:

**Motion:** To approve the nomination and election of Wendy Armacost as Secretary.  
Moved: Fargo Seconded: Rizzo  
For: Armacost, Fargo, Inguanti, Rizzo, Rodriguez, Vellis, Wester  
Against:  
Abstain:

## 8. Old Business:

- Proposed 2016 Budget

**Motion:** To approve submission of the proposed 2016 budget and cover letter to the Mayor, Council and Borough Chief Financial Officer.

Moved: Rodriguez Seconded: Wester  
For: Armacost, Fargo, Inguanti, Rizzo, Rodriguez, Vellis, Wester  
Against:  
Abstain:

- Renovations

Mr. Sedlak and Mr. Hamer reported.

- Bathroom. Framing and insulation have been completed, and now the focus is on the tiling.
- Ceiling. The drop ceiling on the mezzanine level has been installed and workers are touching up the grid.
- Lighting. The building committee reviewed tiling and carpet, and there is in the construction area a mock-up of the new light 2x4 light covers.
- Doors and trim. Sedco is obtaining estimates on wood doors and trim and there was discussion about wood/steel trim options; the recommendation was to finish the doors in wood.
- Flooring. The building committee discussed doing wood flooring in the rear of the building but another flooring that is more durable in the entrance area. Mr. Hamer noted the need to do carpet removal on mezzanine and also to box up the collections stored there.
- Service point. Mr. Sedlak asked about status of the new information desk. Mr. Hamer said we would likely value engineer this element by choosing a partially pre-fabricated piece that offered flexible storage options. The desk will be u-shaped, with dimensions determined in accordance with the existing space. There was discussion of the countertop and the need to use an extra-durable material.

## 9. New Business

– Personnel

**Motion:** To appoint Bridget Merli to a full time Library Assistant position pursuant to Civil Service procedures effective January 1, 2016.

Moved: Armacost    Seconded: Rodriguez  
For: Armacost, Fargo, Inguanti, Rizzo, Rodriguez, Vellis, Wester  
Against:  
Abstain:

**Motion:** To appoint Kristen Rasczyk to a full time Library Associate position pursuant to Civil Service procedures effective January 1, 2016.

Moved: Rodriguez    Seconded: Vellis  
For: Armacost, Fargo, Inguanti, Rizzo, Rodriguez, Vellis, Wester  
Against:  
Abstain:

**Motion:** To appoint Nancy Martin to a full time Library Associate position pursuant to Civil Service procedures effective January 1, 2016.

Moved: Armacost    Seconded: Rizzo  
For: Armacost, Fargo, Inguanti, Rizzo, Rodriguez, Vellis, Wester  
Against:  
Abstain:

– 2016 Meeting schedule

– Finance

**Motion:** To authorize the transfer of \$4,000 from Salaries & Fringe to General Administration.

Moved: Wester    Seconded: Armacost  
For: Armacost, Fargo, Inguanti, Rizzo, Rodriguez, Vellis, Wester  
Against:  
Abstain:

**Motion:** To authorize the transfer of \$15,000 from Salaries & Fringe to Materials.

Moved: Armacost    Seconded: Rizzo  
For: Armacost, Fargo, Inguanti, Rizzo, Rodriguez, Vellis, Wester  
Against:  
Abstain:

**Motion:** To authorize the transfer of \$5,000 from Salaries & Fringe to Technical Services.

Moved: Vellis    Seconded: Wester  
For: Armacost, Fargo, Inguanti, Rizzo, Rodriguez, Vellis, Wester  
Against:  
Abstain:

**Motion:** To authorize the transfer of \$6,800 from Public Programs to Technical Services.

Moved: Vellis    Seconded: Armacost  
For: Armacost, Fargo, Inguanti, Rizzo, Rodriguez, Vellis, Wester  
Against:

Abstain:

**Motion:** To authorize a payment of \$49,500 to Sedco pending architect review and approval.

Moved: Vellis                      Seconded: Rodriguez

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

Against:

Abstain:

## 10. Legal Report

None

## 11. Adjournment

**Motion:** To adjourn the meeting

Moved: Rodriguez                      Seconded: Vellis

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

Against:

Abstain:

There being no further business before the Board, the meeting was adjourned at 7:28 p.m.

Respectfully submitted,



Cori Verdino