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
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 that he reviewed applications for the vacant Technology Librarian/Instructor position. There are six strong candidates (on paper), and he indicated that the candidates who appear most to have the requisite skills and experience are more seasoned professionals, so the salary for the position may need to be in the $55,000-$60,000 range.

Budget transfers were discussed. Mr. Hamer indicated that a significant portion of the transfer of funds into materials would be used to update the worn large print collection. Mr. Hamer noted that with the space constraints and the challenge in hiring an evening ESL adjunct that there was no night class during the Fall semester, and this created savings in the programs budget. He also noted that the funds transferred to technical services would be used to acquire a dozen new computers.

Mr. Hamer reported that the wireless network and the closed circuit television wiring has been completed.

The library circulated more material in November 2016 than in November 2015. Circulation overall is down during the renovation period, and part of this is associated with the resource-sharing involving other BCCLS libraries. During the renovation our Library is sending out fewer items to other libraries than usual.

The Friends of the Library approved the Library’s annual budget request of $15,000.

7. Committee Reports

A. Finance

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

B. Nominating

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

Motion: To approve the nomination and election of Julie Kajouras as Vice President.
Moved: Fargo Seconded: Rizzo

December 2015
Page 2 of 5
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

December 2015
Page 3 of 5
- 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,

[Signature]

Cori Verdino