Rutherford Public Library Board of Trustees  
Minutes for February 19, 2014 Meeting

Open Meeting

1. Roll Call

Trustees Present  
Ms. Wendy Armacost  
Ms. Brenda Fargo  
Ms. Rose Inguanti  
Ms. Julie Kajouras (arrived at 7:30 p.m.)  
Mr. James Rizzo (arrived at 7:30 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 7:16 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 corrections
Moved: Armacost Seconded: Fargo
For: Armacost, Fargo, Inguanti, Rodriguez, Vellis
Against:
Abstain:

B. Approval of the Minutes
Motion: To approve the minutes of the January 15 open meeting
Moved: Fargo Seconded: Rodriguez
For: Armacost, Fargo, Inguanti, Rodriguez
Against:
Abstain: Vellis

Motion: To approve the minutes of the January 15 closed meeting
Moved: Rodriguez Seconded: Fargo
For: Armacost, Fargo, Inguanti, Rodriguez
Against:
Abstain: Vellis
4. Eagle Scout Presentation
Jack Inguanti proposed a project to clean up and enhance the Library’s back courtyard. Scout Troop 166 would remove debris, trim overgrown shrubs and clean walkways. Sustainable, low-maintenance plantings, hopefully donated by a local nursery, would be planted and the entire area mulched. Solar lighting would be added. This project is scheduled to be approved by the Scouts in early March. The Board voted in favor of the project, which would take place over several weekends in May and June.

Motion: To preliminarily approve the project proposed by Jack Inguanti
Moved: Fargo Seconded: Vellis
For: Armacost, Fargo, Inguanti, Kajouras, Rizzo, Rodriguez, Vellis
Against:
Abstain:

5. Hearing of Citizens
Ms. Inguanti opened the hearing of the citizens. As no citizens present chose to speak, the hearing was closed.

6. Old Business
A Rice Notice was issued to Marianne Sulling. Ms. Sulling opted to have this discussion in open session. A memo detailing the disciplinary action was provided to the Board by Mr. Hamer prior to this Board meeting. Mr. McCarthy explained the step by step process that would take place.

Motion: To authorize Mr. Hamer to proceed with the termination process through Civil Service
Moved: Rizzo Seconded: Kajouras
For: Armacost, Fargo, Inguanti, Kajouras, Rizzo, Rodriguez, Vellis
Against:
Abstain:

7. Correspondence
None.

8. Director’s Report
Mr. Hamer and staff will make field visits this week to libraries in Millburn, Glen Ridge and Cliffside Park to review their unified service points.

AES has completed some repairs on the HVAC system including oiling the pumps. Honeywell needs to provide log-ins to allow us to better balance the system. There are pending issues with the A/C unit on the top floor.

Mr. Hamer continues to work on the State Aid report.

The Friends of the Library book sale is scheduled for April 26.
Circulation is up, reflecting the investment in our collections.

9. Committee Reports

A. Finance

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

10. Other Reports

A. Mayor
None.

B. Foundation

There was a discussion of the February 12 Gala. It was generally agreed that it was a fun evening. Some criticisms were that the music was too loud and didn’t reflect the theme. The timetable didn’t flow smoothly and perhaps there were too many things going on. Of great concern is the fact that, one week later, no financial status has been provided to the Board.

The Board also discussed thanking the Foundation and community for its efforts and support. It was agreed that thank-you letters would be done once the Foundation provided the Board a full accounting of the Gala, to ensure accuracy in acknowledgements and in reporting on the financial success of the event.

Motion: To request the Foundation President supply the Library Board a P & L spreadsheet for the Gala and the status of the Foundation’s bank account no later than February 28
Moved: Vellis Seconded: Kajouras
For: Armacost, Fargo, Inguanti, Kajouras, Rizzo, Rodriguez, Vellis
Against: 
Abstain: 

11. 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, February 19, 2014 at 8:16 p.m. in the auditorium to discuss personnel and litigation matters.

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: Vellis Seconded: Rizzo
For: Armacost, Fargo, Inguanti, Kajouras, Rizzo, Rodriguez, Vellis
12. New Business
Ms. Inguanti raised the issue of the Library being used as an emergency shelter. There was a discussion regarding the circumstances under which this might occur, and the nature of the relationship between the Library and the Borough under such circumstances. Of particular concern is the expected role of the Library staff. The Policy Committee and Mr. McCarthy will work together to draft a policy to address this issue.

13. Adjournment

Motion: To adjourn the meeting.
Moved: Armacost
For: Armacost, Fargo, Inguanti, Kajouras, Rizzo, Rodriguez, Vellis

Seconded: Kajouras

There being no further business before the Board, the meeting was adjourned at 8:55 p.m.

Respectfully submitted,

Rose Inguanti
President