

**Rutherford Public Library Board of Trustees  
Minutes for February 22, 2016 Meeting**

**Open Meeting**

**1. Roll Call**

Trustees Present	Ms. Wendy Armacost Mr. Anthony Nicodemo Ms. Brenda Fargo Ms. Rose Inguanti Ms. Julie Kajouras Mr. James Rizzo Ms. Monica Rodriguez
Absent	Ms. Krista Vellis
Staff Present	Mr. Judah Hamer, Director
Others present	Mr. James McCarthy
Call to Order	The meeting was called to order at 7:00 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:** Rizzo  
**For:** Armacost, Nicodemo, Fargo, Inguanti, Kajouras, Rizzo, Rodriguez  
**Against:**  
**Abstain:**

**B. Approval of the Minutes**

**Motion:** To approve the minutes of the January 25 open meeting.  
**Moved:** Armacost                      **Seconded:** Rizzo  
**For:** Armacost, Inguanti, Kajouras, Rizzo, Rodriguez  
**Against:**  
**Abstain:** Nicodemo, Fargo

#### **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 new hire, Sara Keegan, and related that new adult programs would be scheduled in the fall since adult attendance of typically programs is down in the summer. Ms. Keegan's initial focus in terms of technology will be the Library's web presence.

Mr. Hamer provided a renovation update.

- There is a new quote for flooring, and Mr. Hamer explained the value engineering of the original quote. The savings is from the original quote is just about \$50,000, and the target date for installation would be March 14.
- Mr. Hamer noted the pending update of the phone system, which will be timed with the final stages of the renovation.
- Looking at putting electric outlets along the perimeter on Park Ave side. Met with members of the Council, they had some questions regarding the funding. Furniture – using Pat Dunn for adult furniture. Children's furniture - looking at a couple different vendors.

The Friends of the Library has planned a cashola at TGIF on Thursday, February 25. The staff has decided to attend in support, and the Foundation is also supporting the Friends by holding its Gala planning meeting there. There was discussion about the Friends' support of Library programs, and how this may be a challenge to sustain in the future because of the changes in the book sales. There was additional discussion of programming, with an emphasis on technology-based programming opportunities for children like coding classes.

Mr. Hamer discussed an upcoming request to the Foundation for support in the acquisition of furnishings and donation of millwork. He will provide the Foundation an overview of needs.

Output measures are a down somewhat, notably the door count and circulation of materials. This is to be expected while we are in temporary quarters.

The BCCLS office manager Pat Loughnane passed away unexpectedly last week. She was integral to the organization, and it is likely to be a difficult transition for the organization.

There was discussion of the cut to the 2016 budget. The Board discussed closing the Library for the summer on Saturdays from July 4<sup>th</sup> weekend through Labor Day weekend.

#### **7. Committee Reports**



## Foundation

The Gala is scheduled for May 7, and Mr. Hamer indicated that Foundation President Pat Wester will attend the next Library Board meeting. He asked Trustees to begin working on arrangements for their own tables.

## Legal

No report

## 9. Old Business

- Flooring contract  
**Motion:** To authorize the Director to execute the flooring contract proposed by Commercial Interiors Direct, Inc., amounting to \$80,083.61.  
Moved: Rizzo                      Seconded: Kajouras  
For: Armacost, Fargo, Inguanti, Kajouras, Rizzo, Rodriguez  
Against:  
Abstain: Nicodemo

## 10. New Business

- Painting contract  
**Motion:** To authorize the Director to execute the painting contract proposed by Andy Topp, not to exceed \$15,000.  
Moved: Rodriguez                      Seconded: Kajouras  
For: Armacost, Nicodemo, Fargo, Inguanti, Kajouras, Rizzo, Rodriguez  
Against:  
Abstain:
- New hire  
**Motion:** To approve the appointment of Sara Keegan as a Librarian 1 at an annual salary of \$51,000, pursuant to Civil Service regulations.  
Moved: Fargo                      Seconded: Rizzo  
For: Armacost, Nicodemo, Fargo, Inguanti, Kajouras, Rizzo, Rodriguez  
Against:  
Abstain:
- Loan of William Carlos Williams hat, plaster bust, and books to Meadowlands Museum  
**Motion:** To authorize the Library Director to consent to a temporary loan of several items from the William Carlos Williams Collection to the Meadowlands Museum, contingent upon the Museum's submission of a loan agreement approved by the Library Director.  
Moved: Armacost                      Seconded: Rodriguez  
For: Armacost, Nicodemo, Fargo, Inguanti, Kajouras, Rizzo, Rodriguez  
Against:  
Abstain:

Ms. Rodriguez asked when contract negotiations will start. Mr. Hamer said probably over the summer.

## 11. Adjournment

**Motion:** To adjourn the meeting

**Moved:** Armacost      **Seconded:** Kajouras

**For:** Armacost, Nicodemo, Fargo, Inguanti, Kajouras, Rizzo, Rodriguez

**Against:**

**Abstain:**

There being no further business before the Board, the meeting was adjourned at 8:25 p.m.

Respectfully submitted,



Cori Verdino