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
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
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 4th weekend through Labor Day weekend.

7. Committee Reports
A. Finance

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

Motion: To approve the following amendments to the 2016 budget: reduce the public programs budget by $6,500; reduce the maintenance and facilities by $4,000; reduce salaries and fringe by $3,000; reduce general administration by $1,400.
Moved: Armacost Seconded: Kajouras
For: Armacost, Fargo, Inguanti, Kajouras, Rizzo, Rodriguez
Against:
Abstain: Nicodemo

Motion: To modify the library hours on Saturdays during the summer, closing the library commencing the weekend of 4th of July through Labor Day weekend.
Moved: Nicodemo Seconded: Armacost
For: Armacost, Nicodemo, Fargo, Inguanti, Kajouras, Rizzo, Rodriguez
Against:
Abstain:

8. Other reports:

Renovations

Joseph Sedlak of Sedco reported.

- Lighting retrofit. The lens covers have been re-selected because the parabolic lens covers did not fit correctly against the HVAC system. The lens covers will be opaque white, and they will be custom cut to the existing frame size. The LED drivers are in stock items.
- Lighting under mezzanine. Mr. Sedlak reported that he is waiting on costs for recessed LED fixtures that will be installed under the mezzanine, and he explained that the fixture type had to be changed because of constraints related to the structural support of the mezzanine. He indicated that he is trying his best to fit everything in the original budget.
- Addition of outlets on Park Avenue side of mezzanine. This change order was discussed.
- Bathrooms. The doors and plumbing fixtures are still to be installed; there was
- Circulation desk needs to be looked at next. Materials, size, etc. Construction is mostly done. Ms. Kajouras mentioned her concern about holding anything up if we have to wait for a meeting, and it was noted that many decisions can be made at the committee level if the amount was already budgeted.

Mayor (or Alternate)
The Board welcomed the new alternate, Anthony Nicodemo.
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,

[Signature]

Cori Verdino