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

Open Meeting

1. Roll Call

   Trustees Present
   Ms. Wendy Armacost
   Ms. Brenda Fargo
   Ms. Rose Inguanti
   Ms. Julie Kajouras
   Mr. James Rizzo

   Absent
   Ms. Monica Rodriguez
   Ms. Krista Vellis
   Ms. Pat Wester

   Staff Present
   Mr. Judah Hamer, Director

   Others present
   Mr. Jim McCarthy

   Call to Order
   The meeting was called to order at 7:27 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 revisions
   Moved: Armacost        Seconded: Fargo
   For: Armacost, Fargo, Inguanti, Kajouras, Rizzo
   Against:
   Abstain:

   B. Approval of the Minutes
   Motion: To approve the minutes of the February 19 open meeting with revisions
   Moved: Armacost        Seconded: Kajouras
   For: Armacost, Fargo, Inguanti, Kajouras, Rizzo
   Against:
   Abstain:

   Motion: To approve the minutes of the February 19 closed meeting
   Moved: Fargo           Seconded: Armacost
   For: Armacost, Fargo, Inguanti, Kajouras, Rizzo
   Against:
   Abstain:
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
The State Aid report is complete.

We continue to experience HVAC problems; there is now an alarm for a refrigerant leak in one of the chillers.

Staff workflows continue to evolve. Library Associates are now learning Technical Services under Mr. Hamer's supervision. Rhoda Portugal will take on scheduling responsibilities. Peg Mellett will continue to weed the fiction collection.

Jane Tarantino started a chess club with a volunteer. It has been very popular.

Ms. Portugal and Ms. Mellett have been developing more adult and parenting programs.

The Library partnered with United Way to assist people in signing up for the Affordable Care Act.

The First Presbyterian Church gave the Library $1,000.

There was a discussion of the Library Foundation Gala financials report and the mechanics of Library staff processing foundation deposits and checks. Mr. McCarthy identified some discrepancies in the report and suggested they be rectified prior to the audit at the end of the fiscal year. Also it was suggested that the Foundation approve the report by way of a resolution.

7. Committee Reports

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

B. Policy
   There was a brief discussion of the Procedures and Guidelines on Safety, Security and Disaster Planning. This will be tabled until the April meeting.

8. Other Reports

A. Mayor
B. Foundation
Motions regarding the Foundation finances will be handled under New Business.

9. 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, March 19, 2014 at 8:50 p.m. in the auditorium to discuss personnel and contract 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: Armacost  Seconded: Kajouras
For: Armacost, Fargo, Inguanti, Kajouras, Rizzo
Against:
Abstain:

RETURN TO OPEN SESSION
The return to Open Session was at 9:08 p.m.

10. Old Business

A. Transfer of Capital Funds from Merrill Lynch

Motion: To authorize Officers of the Board of Trustees to open a bank account in the name of the Rutherford Public Library for the capital fund.
Moved: Armacost  Seconded: Kajouras
For: Armacost, Fargo, Inguanti, Kajouras, Rizzo
Against:
Abstain:

Motion: To authorize the transfer of the capital fund from the Rutherford Public Library Merrill Lynch account to another bank account, in compliance with N.J.S.A. 40A:5-15.1(a)
Moved: Fargo  Seconded: Armacost
For: Armacost, Fargo, Inguanti, Kajouras, Rizzo
Against:
Abstain:
11. New Business

A. Library Foundation Finances

**Motion:** To remove the Library staff from involvement with the mechanics of Foundation finances until all receipts and support documentation are provided to the Library Board.

Moved: Armacost  
Seconded: Kajouras  
For: Armacost, Fargo, Inguanti, Kajouras, Rizzo  
Against:  
Abstain:

**Motion:** To authorize the Board President, Attorney and Library Director to request from the Foundation all records and receipts and a resolution from the Foundation approving the financial report from the Gala.

Moved: Fargo  
Seconded: Armacost  
For: Armacost, Fargo, Inguanti, Kajouras, Rizzo  
Against:  
Abstain:

12. Adjournment

**Motion:** To adjourn the meeting.

Moved: Armacost  
Seconded: Kajouras  
For: Armacost, Fargo, Inguanti, Kajouras, Rizzo

There being no further business before the Board, the meeting was adjourned at 9:15 p.m.

Respectfully submitted,

[Signature]

Rose Inguanti  
President