

**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

None

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,



Rose Inguanti
President