Rutherford Public Library Board of Trustees
Minutes for March 21, 2016 Meeting

Open Meeting

1. Roll Call

Trustees Present
- Mr. Anthony Nicodemo
- Ms. Brenda Fargo
- Ms. Rose Inguanti
- Ms. Julie Kajouras
- Mr. James Rizzo
- Ms. Monica Rodriguez
- Ms. Krista Vellis

Absent
- Ms. Wendy Armacost

Staff Present
- Mr. Judah Hamer, Director

Others present
- Mr. James McCarthy
- Ms. Pat Wester

Call to Order
The meeting was called to order at 7:02 p.m. by Ms. Inguanti

2. Provisions of the Open Public Meetings Act

Mr. Hamer read the provisions of the Open Public Meetings Act.

3. President’s Report

A. Agenda

Motion: To approve the agenda with changes.
Moved: Rizzo Seconded: Fargo
For: Nicodemo, Fargo, Inguanti, Kajouras, Rizzo, Rodriguez, Vellis
Against:
Abstain:

B. Approval of the Minutes

Motion: To approve the minutes of the February 22, 2016 meeting.
Moved: Rodriguez Seconded: Kajouras
For: Fargo, Inguanti, Kajouras, Nicodemo, Rizzo, Rodriguez
Against:
Abstain: Vellis
4. Hearing of Citizens

Ms. Inguanti opened the hearing of the citizens. As no citizens wished to speak, the hearing was closed.

5. Correspondence

The Foundation has received the check for the Bequest from the Katherine Howe Estate.

6. Director’s Report

Mr. Hamer reported on the start of Technology Librarian Sara Keegan, who will focus her efforts on the website initially, while also becoming familiar with the Library’s local-level procedures and services.

We will take a tour of the construction after the meeting.

Mr. Hamer and Jane Tarrantino have met with vendors in order to develop specifications and pricing for shelving and furniture for the children’s space. The furniture will be on State Contract or in the educational pricing cooperative to which the Library belongs, but shelving will not be. He suggested the Board allocate capital funds for use for the material eligible for purchase under the state or educational cooperative contracts; the Foundation can pay for and donate the shelving.

Mr. Hamer related how the Library phone system is a branch of the Borough’s telephone system. He reviewed the history of the current system, which was installed about 1984 using the existing internal lines (from the mid-1970s). New hardware for the system will cost approximately $4,900. In addition, new internal lines will need to be run for the system and this will incur an additional cost.

The WCW items have been loaned to the Meadowlands Museum.

The annual State Report has been completed.

The Presbyterian Church has donated $2,500 to the Library; the Foundation will invite the Pastor and his wife to attend the Gala.

The Friends of the Library are holding their Edible Book Festival is on April 2, and their Book Sale is on April 29-30.

7. Committee Reports

A. Finance

<table>
<thead>
<tr>
<th>Motion:</th>
<th>To approve payment of bills enclosed in packet.</th>
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<tbody>
<tr>
<td>Moved:</td>
<td>Rodrigues</td>
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<tr>
<td>For:</td>
<td>Inguanti, Kajouras, Nicodemo, Rizzo, Rodriguez, Vellis</td>
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<tr>
<td>Against:</td>
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<td>Abstain:</td>
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8. Other reports:

- Renovations. Joseph Sedlak of Sedco reported.
  - Lighting. He is working on final development of the lighting budget with the changes to the specifications for fixtures. The bridge area under the mezzanine will stay with the original plan of recessed LED strip lights because a slight modification enables the installation to be done without interfering with any trusses. Surface mounted LED fixtures are being researched for the east and west sides of under the mezzanining.
  - Among the punch list items that need to be completed is some tile work in the new bathrooms and surrounding area.
  - Mr. Sedlak is in receipt of the plans for the millwork and will submit a proposal. There was discussion regarding various finishes for the front that will be durable and can be repaired if damaged.
  - The doors to the bathrooms were ordered over a month ago, and Sedco is still waiting for them to come in.
  - Ms. Inguanti asked if there’s anything that the Board can do to move things along. Mr. Sedlak replied that he is working on the door vendor as well as the lighting specifications, and that the only thing that might hold up are the linear lights under the bridge because of lead-time on the material.
  - Mr. McCarthy suggested that Mr. Sedlak get information from the carpet company to make sure that whatever he does to install the lights, it doesn’t void the warranty on the carpet.

Mr. Rizzo stated that the wait times are extensive and we should review what credits are due to the Library due to cost-saving change orders. He suggested the Board explore lighting options for under the mezzanine itself. He also noted the need to price out the millwork that needs to be completed.

Mr. McCarthy is going address an issue with Sedco regarding the electrician, and he will work out the change orders and what credits exist.

- Mayor (or Alternate) – no report

- Foundation – Ms. Wester read a letter that she wrote to the Bergenite regarding the renovation. The Gala committee had a productive kick-off meeting. The Gala is on May 7, with the Honoree being Sheila McPherson. Discussion ensued regarding the set-up of the Foundation and the cross-over Board members and how this configuration work well and keeps Foundation activity moving forward and also aligned with the director of the Library and its Board.

- Legal – No additional report

9. Old Business
Furniture and shelving for the children’s room

Motion: To authorize the expenditure of up to $12,000 in capital funds for children’s room furnishings.
Moved: Kajouras Seconded: Rizzo
For: Fargo, Inguanti, Kajouras, Nicodemo, Rizzo, Rodriguez, Vellis
Against: 
Abstain:
10. New Business

- Annual audit
  Motion: To approve the engagement of Ferraioli, Wielkotz, Cerullo and Cuva, P.A. to complete the audit for the Library at a cost of $3,260.
  Moved: Rodriguez  Seconded: Kajouras
  For: Fargo, Inguanti, Kajouras, Nicodemo, Rizzo, Rodriguez, Vellis
  Against:
  Abstain:

- Telephone system – covered in the Director’s report

- August meeting – reschedule for August 22, 2016

11. Adjournment

  Motion: To adjourn the meeting
  Moved: Rizzo  Seconded: Vellis
  For: Fargo, Inguanti, Kajouras, Nicodemo, Rizzo, Rodriguez, Vellis
  Against:
  Abstain:

There being no further business before the Board, the meeting was adjourned at 8:10 p.m.

Respectfully submitted,

[Signature]

Cori Verdino