Rutherford Public Library Board of Trustees
Minutes for April 18, 2016 Meeting

Open Meeting

1. Roll Call

Trustees Present
Ms. Wendy Armacost
Mr. Anthony Nicodemo
Ms. Rose Inguanti
Ms. Julie Kajouras
Mr. James Rizzo
Ms. Monica Rodriguez
Ms. Krista Vellis

Absent
Ms. Brenda Fargo

Staff Present
Mr. Judah Hamer, Director

Others present
Mr. James McCarthy

Call to Order
The meeting was called to order at 7:10 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.
Moved: Armacost    Seconded: Rodriguez
For: Armacost, Nicodemo, Inguanti, Rizzo, Rodriguez, Vellis
Against:
Abstain:

B. Approval of the Minutes

Motion: To approve the minutes of the March 22 open meeting.
Moved: Rizzo    Seconded: Nicodemo
For: Nicodemo, Inguanti, Rizzo, Rodriguez, Vellis
Against:
Abstain: Armacost

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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 construction, relating the status of the flooring, lighting, doors, and phone system. He explained that the longest lead item for the project at this point is the furniture order for children’s shelving, which should be delivered the last week in May. Other updates covered: the dismantling of the old steel shelving from the children’s room; enhancing the layout of fiction, non-fiction and audio books during their relocation; and, minor weeding of these collections. Mr. Hamer noted that the CD storage units need to be painted to match the other furniture.

Mr. Hamer reported that quotes for millwork are coming in to the Foundation, and that these will be reviewed so this work can begin.

Mr. Hamer related that the sewer backed up, and that it is advisable to jet the line to complete a more comprehensive clean-out.

Mr. Hamer shared that The Friends of the Library made $1,600 at Edible Book Fair, and that at the end of April their semi-annual Book Sale would be held.

7. Committee Reports

A. Finance

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

8. Other reports:

Renovations

Joseph Sedlak of Sedco reported on the status of the lighting work and the bathrooms, noting the need to install baby changing stations and a few fixtures.

Mr. Sedlak reviewed his application for next payment, which included a breakdown of expenditures. Mr. Rizzo inquired about the credits, such as for painting and HVAC. Mr. Sedlak said he would submit a detailed payment application to the Architect and to Board Attorney Jim McCarthy.
Mayor (or Alternate) - No report.

Foundation

Mr. Hamer noted that the Gala is scheduled for May 7, and that it is important for the Board to continue to sell tickets. He indicated that the invitations have been mailed, and that there are already 17 tables sold. Ms. Rodriguez pointed out that the email reply to individuals who donate or purchase tickets online needs updating to include the tax ID number of the Foundation, along with the amount of the event that is tax deductible.

Legal

9. Closed session

Motion: To go into closed session
Moved: Inguanti Seconded: Rizzo
For: Armacost, Inguanti, Kajouras, Nicodimo, Rizzo, Rodriguez, Vellis
Against: 
Abstain:

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 Monday, April 18, 2016 at 7:55 PM in the Library to discuss contract matters and the legal report.

BE IT FURTHER RESOLVED, that the outcome of this discussion will be disclosed to the public when there is no further need for confidentiality.

10. Old Business

None

11. New Business

- Closing for relocation to the main floor.

  Motion: To authorize the Director to close the Library for up to four days in May or June 2016 so that staff can relocate to the main floor.
  Moved: Rizzo Seconded: Kajouras
  For: Armacost, Inguanti, Kajouras, Nicodimo, Rizzo, Rodriguez, Vellis
  Against: 
  Abstain:

- Arrangements for staff coverage due to upcoming maternity leave
**Motion:** To approve the appointment of Patrick Tanella as a Library Monitor at a rate of $12.00/hour, pursuant to Civil Service regulations.
Moved: Armacost  
Seconded: Rizzo  
For: Armacost, Inguanti, Kajouras, Nicodimo, Rizzo, Rodriguez, Vellis  
Against:  
Abstain:

- Sedco payment

**Motion:** To authorize release of the remaining portion of the Payment 2, which has been reviewed and approved by the architect.
Moved: Rizzo  
Seconded: Kajouras  
For: Armacost, Inguanti, Kajouras, Nicodimo, Rizzo, Rodriguez, Vellis  
Against:  
Abstain:

11. **Adjournment**

**Motion:** To adjourn the meeting
Moved: Armacost  
Seconded: Kajouras  
For: Armacost, Inguanti, Kajouras, Nicodimo, Rizzo, Rodriguez, Vellis  
Against:  
Abstain:

There being no further business before the Board, the meeting was adjourned at 8:55 p.m.

Respectfully submitted,

[Signature]

Cori Verdino