Rutherford Public Library Board of Trustees
Minutes for April 20, 2015 Meeting

Open Meeting

1. Roll Call

   Trustees Present       Ms. Wendy Armacost  
                         Ms. Brenda Fargo  
                         Ms. Julie Kajouras  
                         Mr. James Rizzo  
                         Ms. Krista Vellis  
                         Ms. Pat Wester  

   Absent                 Mayor Joseph DeSalvo  
                         Ms. Rose Inguanti  
                         Ms. Monica Rodriguez  

   Staff Present          Mr. Judah Hamer, Director  

   Others present         Mr. Jim McCarthy  
                         Mr. Adalbert Albu  

   Call to Order          The meeting was called to order at 7:10 p.m. by Ms. Kajouras

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 as revised.
      Moved: Armacost                Seconded: Vellis
      For: Armacost, Fargo, Kajouras, Vellis, Wester
      Against:
      Abstain: Rizzo

   B. Approval of the Minutes
      Motion: To approve the minutes of the March 16 open meeting as revised.
      Moved: Wester                Seconded: Armacost
      For: Armacost, Fargo, Kajouras, Rizzo, Vellis, Wester
      Against:
      Abstain:
Motion: To approve the minutes of the March 16 closed meeting.
Moved: Fargo  Seconded: Rizzo
For: Armacost, Fargo, Kajouras, Rizzo, Vellis, Wester
Against:  
Abstain:  

4. Hearing of Citizens
Ms. Kajouras opened the hearing of the citizens. As no citizens were present to speak, the hearing was closed.

5. Correspondence
A thank you note was received from the Meadowlands Museum.

6. Director's Report
The Library experienced a telephone outage that lasted a few days. Mr. Hamer is researching replacement phone systems which can be installed after completion of construction. The funds for this project have been budgeted.

Mr. Hamer will invite two members of the Presbyterian Church to the Gala since they have been increasingly generous with their donations in past years and recently donated $2500.

Mr. Hamer is having difficulty finding an ESL instructor.

Planning is complete for the Friends of the Library Edible Book Fair on April 25.

The copier contract will be coming due at the end of 2015. Mr. Hamer is investigating alternative vendors with an eye to better integrating the copier with the computer system.

The Hoopla contract is in place and provides primarily music and audio books.

There was a brief discussion of the statistics report.

7. Committee Reports

A. Finance
Motion: To approve payment of bills enclosed in packet with one addition.
Moved: Wester  Seconded: Fargo
For: Armacost, Fargo, Kajouras, Rizzo, Wester
Against:  
Abstain:  Vellis

B. Foundation
Ms. Wester reported that tickets for the Gala are selling well. There is a logistics meeting scheduled for April 27.
8. Old Business

Mr. McCarthy reiterated the fact that all the construction bids were too high and asked Mr. Albu to comment on some of the ideas that the committee proposed for cutting costs. The three areas targeted for cost cutting are:

- **Bathrooms:** The bathrooms will be reduced from multiple stalls to single use bathrooms.
- **Sewer Lines:** There was a discussion of using existing sewer lines rather than installing a new sewer line. Mr. Albu outlined the pros and cons of each.
- **Ceiling Tiles:** It was agreed to use a higher grade of tile in the front of the main floor and use standard tiles and less expensive diffusers on the rest of the floor.

Mr. Abu will prepare the appropriate modifications to the plans.

Mr. McCarthy will arrange meetings with the final bidders over the next week. Mr. Albu will attend the subsequent round of meetings with bidders.

9. New Business

**Motion:** To authorize the Library Director to settle a new 5-year copier contract at a cost not to exceed $550/month.

Moved: Fargo  
Seconded: Vellis  
For: Armacost, Fargo, Kajouras, Rizzo, Vellis, Wester  
Against:  
Abstain:

**Motion:** To approve the Resolution for Member Participation in the Middlesex Regional Educational Services Commission (MRESC), a cooperative pricing system.

Moved: Armacost  
Seconded: Rizzo  
For: Armacost, Fargo, Kajouras, Rizzo, Vellis, Wester  
Against:  
Abstain:

**Motion:** To approve the engagement of Ferraioli, Wielkotz, Cerullo and Cuva, P.A. to complete the audit for the Library at a cost of $3200

Moved: Fargo  
Seconded: Vellis  
For: Armacost, Fargo, Kajouras, Rizzo, Vellis, Wester  
Against:  
Abstain:
Motion: To approve the agreement for use of images or facsimiles of materials from the Rutherford Public Library archives.
Moved: Vellis
Seconded: Armacost
For: Armacost, Fargo, Kajouras, Rizzo, Vellis, Wester
Against:
Abstain:

Motion: To approve the Open Public Records Act request form.
Moved: Rizzo
Seconded: Vellis
For: Armacost, Fargo, Kajouras, Rizzo, Vellis, Wester
Against:
Abstain:

10. 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 Monday, April 20, 2015 at 8:35 p.m. in the auditorium to discuss a legal matter involving privilege and pending bids.

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: Fargo
Seconded: Vellis
For: Armacost, Fargo, Kajouras, Rizzo, Vellis
Against:
Abstain:

RETURN TO OPEN SESSION
The return to Open Session was at 9:06 p.m.
11. Adjournment

Motion: To adjourn the meeting.
Moved: Vellis                Seconded: Rizzo
For: Armacost, Fargo, Kajouras, Rizzo, Vellis

There being no further business before the Board, the meeting was adjourned at 9:07 p.m.

Respectfully submitted,

[Signature]
Julie Kajouras
Vice President