Rutherford Public Library Board of Trustees
Minutes for May 21, 2014 Meeting

Open Meeting

1. Roll Call

Trustees Present	Ms. Wendy Armacost Ms. Brenda Fargo Ms. Rose Inguanti Ms. Julie Kajouras Mr. James Rizzo (arrived 8:20 p.m.) Ms. Pat Wester
Absent	Ms. Monica Rodriguez Ms. Krista Vellis
Staff Present	Mr. Judah Hamer, Director
Others present	Mr. Jim McCarthy
Call to Order	The meeting was called to order at 7:15 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: Wester Seconded: Kajouras
For: Armacost, Fargo, Inguanti, Kajouras, Wester
Against:
Abstain:

B. Approval of the Minutes

Motion: *To approve the minutes of the April 16 open meeting*
Moved: Fargo Seconded: Armacost
For: Armacost, Fargo, Inguanti, Wester
Against:
Abstain: Kajouras

Motion: *To approve the minutes of the April 16 closed meeting*
Moved: Wester Seconded: Armacost
For: Armacost, Fargo, Inguanti, Wester
Against:
Abstain: Kajouras

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. **Architect's Report**
   AA Architects made a presentation on the work they have completed to date. An inventory of all furniture and shelving was done. Drawings were presented showing the proposed newly constructed areas of the main floor. Excel spreadsheets were prepared detailing individual costs for all items related to the re-construction. Mr. Hamer reviewed some of these costs with the Board.

   The next step is that the Board's Building Committee will meet to review all of these materials and make some decisions on what can reasonably be completed within the existing budget.

7. **Director's Report**
   Mr. Hamer recommended the hiring of a new Library Associate.

   All Foundation financial reports have been received. Ms. Inguanti will write a thank you note to the Foundation.

   The new Rutherford Schools superintendant and his business administrator came to look at the old children's room as a potential space for the Board of Education offices.

   The Friends made approximately $5,000 from the recent book sale.

   The Library is lending one of William Carlos Williams fedoras to William Paterson College for an exhibit.

   The summer reading program has been kicked off.

   There was an emergency replacement of one of the sump pumps at a cost of $675. It would be wise to replace the dual sump pump system in the closet near the auditorium as only one is operational now. We have an estimate of $2900 to do this and it has been determined that this is a very competitive bid.

   A locksmith must replace the keypads on several locked doors as they aren't functioning properly.

   Mr. Hamer reported on the possibility of attaining a PSE&G-administered grant to upgrade to energy efficient lighting in the building. We first need to determine our eligibility based upon our kilowatt usage. Under this program, the Library would pay for 30% of the improvement costs.

   We need an analysis of our HVAC controls so that we can accomplish "peak load shedding", which would allow better management of the various sections of the building to reduce overall energy costs.

The deadline for completion of Financial Disclosure Statements is June 13, 2014.

The New Jersey Library Trustee Institute program will take place on September 13, 2014. We need one or two trustees to attend to meet our minimum continuing education requirements for the year.

8. Old Business

Jack Inguanti made a presentation regarding the Eagle Scout project to improve the Library's back garden area. Over the past weekend the entire area was cleaned up. Jack showed a layout of the center strip that includes a fountain with boxwood and gravel surrounding it. He spoke about the types of plantings planned for each of the individual sections of the garden and gave a cost estimate based upon discounts offered by Richfield Farms Nursery in Clifton. Work is expected to begin in early June.

Motion: *To approve a budget for the Library Garden improvements not to exceed $1500*
Moved: Rizzo Seconded: Wester
For: Armacost, Fargo, Inguanti, Kajouras, Rizzo, Wester
Against:
Abstain

9. Committee Reports

A. Finance

Motion: *To approve payment of bills enclosed in packet with 2 additions and 2 modifications*
Moved: Wester Seconded: Kajouras
For: Fargo, Inguanti, Kajouras, Rizzo, Wester
Against:
Abstain:

Mr. Rizzo recommended opening two accounts for our capital funds: $394,000 will go into a one year CD and $100,000 will go into a regular checking account.

Motion: *To authorize the deposit of the liquidated Merrill Lynch funds at the BCB Community Bank, in an account or accounts that serve as the repository of the Library's capital funds.*
Moved: Fargo Seconded: Kajouras
For: Fargo, Inguanti, Kajouras, Wester
Against:
Abstain: Rizzo

Motion: *To authorize the following officers of the Library Board of Trustees to endorse checks and orders for the payment of money, or otherwise withdraw or transfer funds on deposit from the capital account, subject to Board Approval: Rose Inguanti, President; Julie Kajouras, Vice President; Wendy Armacost, Secretary; Judah Hamer, Director and Designated Representative*
Moved: Fargo Seconded: Kajouras
For: Fargo, Inguanti, Kajouras, Rizzo, Wester
Against:
Abstain:

10. Other Reports

A. Foundation

We are in the process of securing insurance coverage for officers of the Foundation. When this is completed, an executive meeting will be called to elect new officers.

11. 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, May 21, 2014 at 9:12 p.m. in the auditorium to discuss a personnel issue.

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: Rizzo Seconded: Kajouras
For: Fargo, Inguanti, Kajouras, Rizzo, Wester
Against:
Abstain:

RETURN TO OPEN SESSION
The return to Open Session was at 9:30 p.m.

12. New Business

A. Director Compensation

Motion: *To approve the following compensation package for Mr. Hamer:*
a) 3% retroactive salary increase for the period December 31, 2013 - April 15, 2014
b) 1% additional salary increase for the period April 16, 2014 - April 15, 2015
c) Vacation days to increase from 15 to 23 per year
Moved: Fargo Seconded: Kajouras
For: Fargo, Inguanti, Kajouras, Rizzo, Wester
Against:
Abstain:

B. New Hire

Motion: *To approve the appointment of Kristen Rasczyk as a Library Associate at $12.22/hour.*
Moved: Fargo Seconded: Wester
For: Fargo, Inguanti, Kajouras, Rizzo, Wester
Against:
Abstain:

C. Auditor

Motion: *To approve the engagement of Ferraioli, Wielkotz, Cerullo and Cuva, P.A. to complete the audit for the Library at a cost of $3100*

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

D. Space Sharing

Ms. Inguanti appointed an ad hoc committee consisting of Ms. Wester, Mr. Rizzo and Ms. Vellis to explore space sharing with the Rutherford Public Schools.

13. Adjournment

Motion: *To adjourn the meeting.*

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

There being no further business before the Board, the meeting was adjourned at 9:36 p.m.

Respectfully submitted,

Rose Inguanti

Rose Inguanti
President