

**Rutherford Public Library Board of Trustees
Minutes for June 15, 2015 Meeting**

Open Meeting

1. Roll Call

Trustees Present	Ms. Wendy Armacost Ms. Brenda Fargo Ms. Rose Inguanti Ms. Julie Kajouras Mr. James Rizzo Ms. Pat Wester
Absent	Ms. Krista Vellis Ms. Monica Rodriguez
Staff Present	Mr. Judah Hamer, Director
Others present	Mr. Jim McCarthy
Call to Order	The meeting was called to order at 7:11 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*

Moved: Rizzo Seconded: Wester

For: Armacost, Fargo, Inguanti, Kajouras, Rizzo, Wester

Against:

Abstain:

B. Approval of the Minutes

Motion: *To approve the minutes of the May 18 open meeting*

Moved: Armacost Seconded: Fargo

For: Armacost, Fargo, Inguanti, Kajouras

Against:

Abstain: Rizzo, Wester

Motion: *To approve the minutes of the May 18 closed meeting*
Moved: Kajouras **Seconded:** Armacost
For: Armacost, Fargo, Inguanti, Kajouras
Against:
Abstain: Rizzo, Wester

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 retrofitting light fixtures. Sample LED fixture was installed. He will work with vendors on a proposal to retrofit the existing fixtures.

On June 5, 2015 two people were stuck in the elevator; they were college students from Felician. This resulted in identifying the need to have a Knox box installed for the elevator key.

There were several updates to the website. The Tixkeeper software to reserve museum passes is online and running for two weeks. The leveled reading lists are now online; these make it easier for schoolchildren to choose books properly based on their reading level.

YA non-fiction is not moving as well as fiction. Staff have reduced the size of that collection and will integrate most of the curriculum-related books into the adult non-fiction collection.

ESL. There is an adjunct hired for morning class in the summer, and it likely there will be a second session during the day in the summer. Mr. Hamer is still interviewing to fill the fall slot.

The Audit is starting on Wednesday.

A staff member reports termites coming out of the drain of the sink in the staff bathroom. Mr. Hamer will call an exterminator.

Mr. Hamer noted that circulation is flat. He commented that the eBook and digital content circulation provided through BCCLS doesn't grow quickly because the content isn't really there yet. The overall circulation numbers for Rutherford are lower since 2013 because there is no longer borrowing from Passaic cardholders taking place. He reported on some funding that exists for reimbursing libraries who loan out more books than they request from other libraries, and that he serves on a BCCLS committee that is reviewing the formula for reimbursement.

7. Committee Reports

A. Finance

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

8. 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, June 15, 2015 at 7:40 p.m. in the auditorium to discuss a personnel matter.

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: Wester Seconded: Rizzo

For: Armacost, Fargo, Inguanti, Kajouras, Rizzo, Wester

Against:

Abstain:

RETURN TO OPEN SESSION

The return to Open Session was at 8:07 p.m.

9. Old Business

Renovations – Mr. Hamer reported two contractors submitted revised estimates after meeting with the Director following the second bid rejection, Accurate and Sedco. Sedco is the lowest. A contract will be drawn up with Sedco and considered for approval at a special meeting on 7/1/15 at 7:30 pm. The scope of work will be modified as to the single bathrooms, lighting, HVAC and staged ceiling work after discussions with the architect.

10. New Business

.John Anthony Inguanti – Eagle Court of Honor Tues 6/30 7pm at Boro Hall

11. Adjournment

Motion: *To adjourn the meeting*

Moved: Armacost Seconded: Kajouras

For: Armacost, Fargo, Inguanti, Kajouras, Rizzo, Wester

There being no further business before the Board, the meeting was adjourned at 8:17 p.m.

Respectfully submitted,

Cori Verdino

