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: Kajournas  Seconded: Armacost
For: Armacost, Fargo, Inguanti, Kajournas
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: Kajournas
For: Armacost, Fargo, Inguanti, Kajournas, 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

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