Rutherford Public Library Board of Trustees
Minutes for June 18, 2014 Meeting

Open Meeting

1. Roll Call

Trustees Present	Ms. Wendy Armacost	
	Ms. Rose Inguanti	
	Ms. Julie Kajouras	
	Mr. James Rizzo	(arrived 7:50 p.m.)
	Ms. Monica Rodriguez	
	Ms. Krista Vellis	
	Ms. Pat Wester	
Absent	Ms. Brenda Fargo	
Staff Present	Mr. Judah Hamer, Director	
Call to Order	The meeting was called to order at 7:06 p.m. by Ms. Inguanti	

2. Provisions of the Open Public Meetings Act

Mr. Hamer read the provisions of the Open Public Meetings Act.

3. President's Report

A. Agenda

Motion: *To approve the agenda*
Moved: Wester Seconded: Kajouras
For: Armacost, Inguanti, Kajouras, Rodriguez, Vellis, Wester
Against:
Abstain:

B. Approval of the Minutes

Motion: *To approve the minutes of the May 21 open meeting*
Moved: Armacost Seconded: Kajouras
For: Armacost, Inguanti, Kajouras, Wester
Against:
Abstain: Rodriguez, Vellis

Motion: *To approve the minutes of the May 21 closed meeting*
Moved: Wester Seconded: Kajouras
For: Inguanti, Kajouras, Wester
Against:
Abstain: Armacost, Rodriguez, Vellis

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**
   Kristen Rasczyk joined the staff a week ago and is already working well as part of the team. She has previous library experience. She is training at both the circulation and reference desks.

   Another round of weeding of materials, focusing on the fiction collection, is planned while we have extra help this summer.

   Our bookkeeper, Jen Morales, is leaving some time in July as her family is moving.

   Mr. Hamer reminded the Trustees to complete the financial disclosure forms online.

   The new sump pump will be put into service this week.

   Mr. Hamer updated the Board on the grant program to assist with electrical costs. It is imperative that our usage remain under 200 kilowatt hours per month. He will try to manage carefully the use of the A/C this summer. We need to consider paying approximately $20,000 to overhaul the current Honeywell controller, which would allow us to manage better our usage.

7. **Committee Reports**

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

8. **Other Reports**

   A. **Mayor**
      None.

   B. **Foundation**
      Ms. Wester reported that the officer insurance policy was secured and new officers were voted into the Foundation at a special meeting. The new officers are: President, Pat Wester; Vice President, Anita Peterson; Treasurer, Jim Rizzo; Secretary, Julie Kajouras.

      Ms. Wester handed out reports submitted by the previous President and Vice President.

      The new Foundation board will work to return to the original mission for which the Foundation was created and will work closely with the Library Board of Trustees to accomplish its goals.

There was a brief discussion regarding the type of orientation that would be appropriate for new Foundation board members.

9. Old Business

A. Library Garden

Jack Inguanti reported on the Eagle Scout project to refurbish the Library's back garden. The project is nearly complete and looks terrific. Jack handed out a spreadsheet of total expenses (except for the fountain) which is $1040.57. The cost of the fountain is estimated to be $500 or less, and it will be installed before the July 4th weekend.

Up to 12 volunteers participated over the course of several weeks. The Library will send photos and a press release to the newspapers to let the community know about the project.

Motion: *To reimburse the Inguanti family for the $1040.57 spent for the garden project*
Moved: Armacost Seconded: Rizzo
For: Armacost, Kajouras, Rizzo, Rodriguez, Vellis, Wester
Against:
Abstain: Inguanti

B. Architect's Report Review

The building committee met to review the materials presented by AA Architects at the last meeting. The estimates provided look high. It was agreed that construction will be limited to the main floor for this phase.

As a cost saving measure, it was suggested that we work with the architect to source local vendors for some of the work rather than have the general contractor do all the subcontracting.

The committee suggests that we fast track a bid for the new bathroom as that work can be easily done without moving staff.

Mr. Hamer noted that extensive ceiling work will need to be done during the project, and this will necessitate temporarily relocating operations to the basement.

It was suggested that the Foundation be asked for funds to complete the work required for the children's area which is estimated to be $50,000.

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 Wednesday, June 18 at 8:17 p.m. in the auditorium for 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.

Motion: *To go into Closed Session*
Moved: Wester Seconded: Kajouras
For: Armacost, Inguanti, Kajouras, Rizzo, Rodriguez, Vellis, Wester
Against:
Abstain:

RETURN TO OPEN SESSION
The return to Open Session was at 8:26 p.m.

11. New Business

Motion: *To authorize the building committee to work with Jim McCarthy to prepare the RFP for the main floor bathroom construction.*
Moved: Rodriguez Seconded: Rizzo
For: Armacost, Inguanti, Kajouras, Rizzo, Rodriguez, Vellis, Wester
Against:
Abstain:

12. Adjournment

Motion: *To adjourn the meeting.*
Moved: Vellis Seconded: Armacost
For: Armacost, Inguanti, Kajouras, Rizzo, Rodriguez, Vellis, Wester

There being no further business before the Board, the meeting was adjourned at 8:28 p.m.

Respectfully submitted,

Rose Inguanti

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President