Rutherford Public Library Board of Trustees
Minutes for July 16, 2014 Meeting

Open Meeting

1. Roll Call

   Trustees Present
   Ms. Wendy Armacost
   Mr. Jack Hurley
   Ms. Rose Inguanti
   Ms. Julie Kajouras
   Mr. James Rizzo (arrived 7:42 p.m.)
   Ms. Krista Vellis

   Absent
   Ms. Monica Rodriguez
   Ms. Pat Wester

   Staff Present
   Mr. Judah Hamer, Director

   Call to Order
   The meeting was called to order at 7:13 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
      Moved: Kajouras Seconded: Armacost
      For: Armacost, Hurley, Inguanti, Kajouras, Vellis
      Against:
      Abstain:

   B. Approval of the Minutes

      Motion: To approve the minutes of the June 18 open meeting
      Moved: Vellis Seconded: Kajouras
      For: Armacost, Inguanti, Kajouras, Vellis
      Against:
      Abstain: Hurley

      Motion: To approve the minutes of the June 18 closed meeting
      Moved: Armacost Seconded: Vellis
      For: Armacost, Inguanti, Kajouras, Vellis
      Against:
      Abstain: Hurley
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 that the staff, especially Kristen Rasczyk, have weeded out about 15% of the Fiction mystery collection. He is working on how to lay out the new footprint with the upcoming construction in mind.

The reference collection weeding has been completed and 40 bays of materials have been reduced to 6 bays.

Mr. Hamer passed out the revised spreadsheet for the building renovations budget.

Mr. Hamer passed out the resume of Richard Breuer, the candidate for the account clerk position. Mr. Breuer has previous library experience.

Some work was done on the sump pump system and alarms were installed.

There was a leak detected in the HVAC drainage system. We are still having problems access the server to control the system.

We remain under the threshold required to qualify for the previously discussed energy grant. PSE&G will prepare a proposal for installing the light fixtures. The grant would cover 70% of the cost. It may work out that the installation of the fixtures need be completed before any ceiling work is done.

Mr. Hamer met with Mr. Grenier and completed the transition for all of the Foundation financials. BCB Community Bank is requesting a letter of determination to confirm our EIN number. Mr. Hamer is following up with the Borough to get this information.

The Library received a number of donations this month, including those from the Woman’s Club, the Junior Woman’s Club, two individual patrons and $2,000 from the family of a regular Library patron who passed away.

7. Committee Reports

A. Finance
Motion: To approve payment of bills enclosed in packet
Moved: Armacost Seconded: Vellis
For: Armacost, Hurley, Inguanti, Kajouras, Vellis
Against: 
Abstain: 

8. Other Reports

A. Mayor
None.

B. Legal
Mr. McCarthy is working on the RFP for the upcoming construction.

9. Old Business

A. Library Garden
The garden was completed under the supervision of Jack Inguanti. There was a good crowd for the ribbon cutting. Mr. Hamer wrote a letter to the editor of the South Bergenite thanking all those involved. A similar letter from Jack Inguanti will be published in the South Bergenite this week. Ms. Vellis will post an article online.

B. Building Improvements
We received the revised budget from AA Architects. The figures for the mezzanine ceiling and wiring updates need to be added in.

10. New Business

Motion: To hire Richard Breuer as an account clerk at a salary of $20.00 per hour
Moved: Kajouras Seconded: Rizzo
For: Armacost, Hurley, Inguanti, Kajouras, Rizzo, Vellis
Against:
Abstain:

There was a brief discussion of the circulation figures. Overall circulation is up by 8%. Non-fiction is nearly double last year's figures. Children's fiction accounts for more than 50% of overall circulation. 40% of adult circulation is DVDs.

11. Adjournment

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

There being no further business before the Board, the meeting was adjourned at 7:55 p.m.

Respectfully submitted,

Rose Inguanti
President